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IDENTIFIERS	Aboriginal People; *Australia

ABSTRACT

These issues contain abstracts of research reports, literature reviews, conference proceedings, directories, project reports, and other documents describing work being done in the field of technical and further education in Australia. The issues contain 127 and 172 entries, respectively. Each entry contains the following information: a Technical and Further Education (TAFE) Clearinghouse accession number; the state from which the document originated; a state clearinghouse accession number; author, title, and publisher information; a format type; price and availability information; descriptors selected from the "Australian Thesaurus of Educational Terms" and "Glossary of TAFE Terms"; identifiers; and an abstract. Author and subject indexes are also provided. The following are among the subjects covered by the documents abstracted in the booklets: academic achievement, Aboriginal education, apprenticeships, business education, clerical occupations, communication skills, computers, computer science education, construction industry, course descriptions, course evaluation, curriculum development, daily living skills, dropout research, educational technology, educationally disadvantaged, employer attitudes, English (second language); equal education, fitting and machining, grievance procedures, job skills, motor vehicles, occupational safety and health, the Participation and Equity Program, prevocational education, questionnaires, TAFE, trade courses, and transition programs. (MN)

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ED279853

INITIATIVES IN TECHNICAL AND FURTHER EDUCATION

NUMBERS 11 AND 12

NATIONAL TAFE CLEARINGHOUSE

AUSTRALIA

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TAFE National Centre
for Research
and Development

Initiatives in Technical and Further Education

Number 11

National TAFE Clearinghouse
Australia

National TAFE Clearinghouse

Australia, March 1986

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STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

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NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research and Development Ltd,
296 Payneham Road,
Payneham 5070 (08) 42 7905

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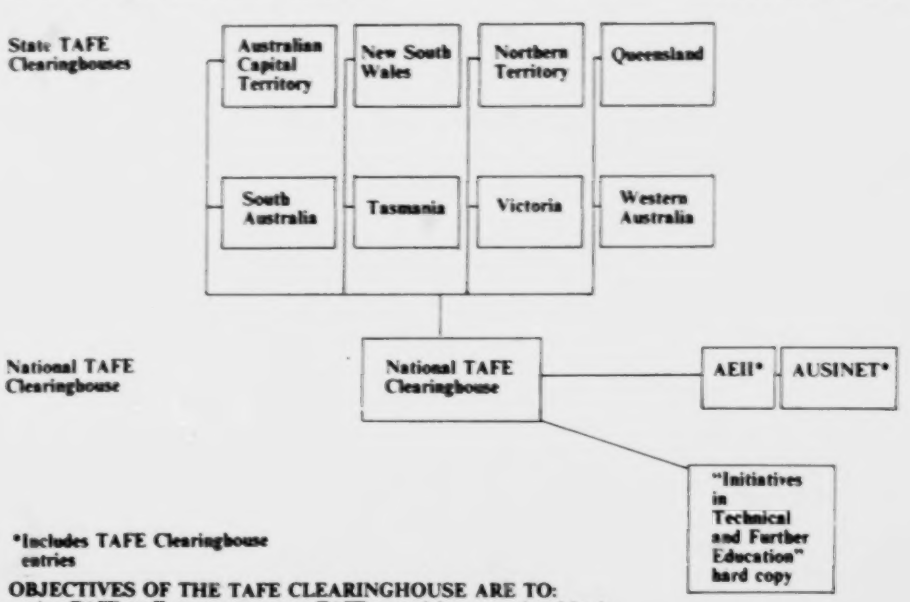
INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES



*Includes TAFE Clearinghouse entries

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructural materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author, Title and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated (**see Document Request Form opposite**), or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AE11 data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Education Descriptors*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Education Descriptors*, and for new terms, such as names of specific conferences, which have not previously been used. Identifiers may also be allocated from the *Glossary of Terms used in TAFE*. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of Terms used in TAFE

A *Glossary of Terms used in TAFE* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Education Descriptors*.

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse *in the State or Territory in which the document originated.*
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

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TAFE CLEARINGHOUSE SUBMISSION FORM

You may contribute to the TAFE Clearinghouse System by completing and forwarding this TAFE Clearinghouse Submission Form together with two copies of your document, to your State or Territory TAFE Clearinghouse. Forms may be obtained from State or Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges, or may be photocopied from this photo-reduced sample.

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Please forward completed form, together with TWO COPIES of the document, to your State TAFE Clearinghouse

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(Personal or Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

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SAMPLE OF A DOCUMENT ENTRY

TD/NSW 11.5

Butterworth P; Rustomji L
Whither TAFE research? A content analysis of the 'Initiatives in Technical and Further Education' booklets. New South Wales. Sydney: Dept of Technical and Further Education, 1985. 18p. bibliography.
ISBN 0724081062.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Surveys and Evaluative Studies Division, Occasional Paper n. 3)

Descriptors: Clearinghouses; Cluster analysis; Content analysis; Educational research; Surveys; TAFE

Identifiers: Initiatives in Technical and Further Education; National TAFE Clearinghouse

Abstract: This occasional paper seeks to pinpoint the foci of research in the TAFE sector in Australia and to determine by cluster analysis whether TAFE authorities have similar or different patterns of research effort. The paper outlines processes for examining the contents of the 'Initiatives in Technical and Further Education' booklets, separating out those documents which can be regarded as relating to research. The main findings were that the utility of the booklets could be enhanced in a number of ways. Only about 40% of the documents could be classified as 'research' and research efforts concentrated on curriculum and student areas.

EXPLANATION OF TERMS

TD—Stands for "TAFE document"

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse

Author(s)

Title

Publisher, date of publication and pagination

Format—Specifies type of copy available:
M-fiche = microfiche,
Hard Copy = paper copy

Availability—This indicates the source, i.e. Clearinghouse, author, or institution, from which the document may be obtained.

Price—Information listed is:
Actual price*,
Available on request,
Free.

Descriptors—These are subject terms which characterise substantive content. They are assigned from the *Australian Thesaurus of Education Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the *Australian Thesaurus of Education Descriptors.* Identifiers are assigned by State and National TAFE Clearinghouses, by AEI, and from the *Glossary of Terms used in TAFE.* The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarises the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*This is a statement of the cost at date of publication.

DOCUMENT ENTRIES

TD/ACT 11.1

Brown R (ed); Ducker C (ed); Moore M (ed); Northedge J (ed)
ACT Papers in Technical and Further Education 1986. Canberra: Canberra College of Advanced Education, 1986. 175p. 5th edition. ISSN 07264763.

Format: Hard Copy

Availability: Colin Ducker Canberra College of Advanced Education PO Box 1, Belconnen ACT 2616

Price: 6.00 (Hard Copy)

Descriptors: Adult learning; Curriculum development; Evaluation; TAFE; Teacher education; Vocational education

Abstract: This is an annually published journal containing articles covering three to fifteen pages under headings such as adult learning, curriculum issues, curriculum techniques, teacher development and evaluation.

TD/NSW 11.1

Ad Hoc Committee on Optimum Single Location of an Upgraded Course in Medical Radiation Technology
Report and recommendations of the Ad Hoc Committee on optimum single location of an upgraded course in Medical Radiation Technology. New South Wales, Sydney: Higher Education Board, 1985. 20p.
ISBN 073051453.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Allied health occupations education; Course evaluation; Curriculum development; Educational facilities; Educational needs; Medical technologists; Radiographers

Identifiers: Medical Radiation Technology (MRT); Parry R E

Abstract: In response to some dissatisfaction with the findings of the Select Committee in 'Education in Imaging Technology and Therapeutic Radiography', an Ad Hoc Committee was set up. This committee recommended that 'Medical Radiation Technology' was a more suitable course descriptor. They also agreed to a common curriculum basic to all four relevant modalities. Specialisation at professional standard in one modality would occur at later stages. This was preferable to the previously recommended 'omnibus' curriculum structure. The choice of Cumberland College of Health Sciences as the appropriate location for a pre-service course in MRT was reaffirmed.

TD/NSW 11.2

Bankstown College of TAFE Counselling Unit
Some characteristics of the one year Day Matriculation students at Bankstown College of TAFE in 1985. New South Wales, Sydney: Dept of Technical and Further Education, 1985. 9p. plus tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Counselling services; Decision making; Occupational aspiration; Student attitudes; Student characteristics; Surveys

Identifiers: Day Matriculation

Abstract: As in previous years, this study was based upon a survey of all one year full time Day Matriculation students attending Bankstown College of TAFE in Week 3 of Term 1, 1985. The aim of the survey questionnaire was to identify: (1) those students who might benefit from a counselling session early in their course; (2) the types of counselling services the students felt might be useful; (3) data which might be useful in setting up the counselling services the students felt they wanted.

TD/NSW 11.3

Bankstown College of TAFE Counselling Unit
A summary of some aspects of the Day Matriculation students results at Bankstown College of TAFE in 1984. New South Wales, Sydney: Dept of Technical and Further Education, 1985. 4p. plus appendix, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic achievement; Dropout rate; Non English speaking; Re-entry students; Student characteristics; Test results

Identifiers: Day Matriculation; Higher School Certificate; New South Wales

Abstract: As in previous years, the Higher School Certificate Examination results of the Day Matriculation students at Bankstown College of TAFE in 1984 are presented, analysed and discussed. Aspects of analysis include dropout rates, matriculation rate, age/sex differences, performance of students from non English speaking countries and performance of repeat students.

TD/NSW 11.4

Burns B; Chan E; King K
Report of the review of the Supervision Certificate Course. New South Wales, Sydney: Dept of Technical and Further Education, 1985. 75p. plus appendices, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Certificate courses; Course evaluation; Curriculum development; Needs assessment; Questionnaire; Supervisors; Supervisory training

Identifiers: Supervision Certificate

Abstract: The 1984 review of the Supervision Certificate was the first conducted in its 20 year history. The revised course was approved for trialling in 1985. The methodology of the review consisted of a survey of overseas organisations, a literature search, a questionnaire to survey target groups involved in supervision education, and a teachers' conference which was held towards the end of the review. Twenty recommendations were made based on the findings of the review.

TD/NSW 11.5

Butterworth P; Rustomji L
Whither TAFE research? A content analysis of the 'Initiatives in Technical and Further Education' booklets. New South Wales, Sydney: Dept of Technical and Further Education, 1985. 18p. bibliography.
ISBN 0724081062.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Surveys and Evaluative Studies Division. Occasional Paper n. 3)

Descriptors: Clearinghouses; Cluster analysis; Content analysis; Educational research; Surveys; TAFE

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Abstract: This occasional paper seeks to pinpoint the foci of research in the TAFE sector in Australia and to determine by cluster analysis whether TAFE authorities have similar or different patterns of research effort. The paper outlines processes for examining the contents of the 'Initiatives in Technical and Further Education' booklets, separating out those documents which can be regarded as relating to research. The main findings were that the utility of the booklets could be enhanced in a number of ways. Only about 40% of the documents could be classified as 'research' and research efforts concentrated on curriculum and student areas.

TD/NSW 11.6

Ellis R J
Analysing the task: An approach. New South Wales, Sydney: Dept of Technical and Further Education, 1982. 16p. plus bibliographies, diagrams.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course objectives; Curriculum development; Occupational analysis; Occupational surveys; TAFE teachers; Task analysis; Workshops

Abstract: This precis represents a revision of a document of the Task Analysis Workshop of the Fitting and Machining Trade Course Review. The aim is to explain procedures which can be adopted when analysing a task in preparation for the eventual writing of syllabus performance objectives. Curriculum development procedures including occupational analysis, task analysis and syllabus construction are outlined. An approach to the occupational survey is also described.

TD/NSW 11.7

Goozee G
Review of financial support for NSW TAFE students. New South Wales, Sydney: Dept of Technical and Further Education, 1985. 28p. plus bibliography, appendices, tables.
ISBN 072408138.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Policy Unit Discussion Paper)

Descriptors: Access to education; Financial support; Student financial aid; Student loans; TAFE students; Training allowances

Abstract: Considerable concern has been felt by the NSW Department of TAFE about the financial problems experienced by NSW TAFE students. This report documents some of the problems with specific schemes such as TEAS (Tertiary Education Assistance Scheme), School-to-work Transition Allowance, Pre-apprenticeship Allowance and ASEAS (Adult Secondary Education Assistance Scheme) and problems encountered by particular groups of students. Measures which could alleviate the current situation include the introduction of a single postsecondary education allowance, rationalisation of training allowances in line with Kirby Report recommendations and the introduction of a loan scheme similar to that available to University and Advanced Education students.

TD/NSW 11.8

Grannall R
Regionalisation for TAFE. An evaluation of the system of regionalisation in NSW TAFE. New South Wales. Sydney: Dept of Technical and Further Education. Directorate of Planning Research and Information. Surveys and Evaluative Studies Division. 1985. 176p. plus appendices, bibliography, tables, figures. (A report funded under the Evaluations and Investigations Program of the Commonwealth Tertiary Education Commission.)
ISBN 0724081305.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Administration; Community involvement; Decentralisation; Decision making; Organisational change; Questionnaires; Regional planning; TAFE Colleges

Identifiers: Byrne M J

Abstract: This report deals with conceptual/definitional issues of regionalisation and decentralisation, the way in which the community is involved in the process of regionalisation and its effects on the quality of education and the management and organisation of the NSW Department of TAFE. The investigation used a wide range of research techniques including an external consultant, questionnaires, case studies and the analysis of statistical and historical information. Regionalisation was seen to have different meanings for different groups and individuals. The report suggests that regionalisation was only implemented to a small degree and had not made significant changes to the range of educational provisions in regionalised colleges. The concept was supported by the majority of NSW TAFE country colleges but it was felt that a greater number of decisions should be made at a regional rather than a central level.

TD/NSW 11.9

Hermann G D
Do Kirby traineeships replace TAFE PEP? Sydney: Macquarie University. School of Education. 1985. 19p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Access to education; Disadvantaged; Educational alternatives; Job development; Labour market; TAFE; Training methods; Youth employment

Identifiers: Australia. Committee of Inquiry into Labour Market Programs; Kirby Report (1985); Participation and Equity Program (PEP); Traineeships

Abstract: This paper examines the Kirby Report traineeship system and its implementation and TAFE PEP guidelines and their implications. It then attempts to answer the question 'do Kirby traineeships replace the TAFE PEP programme for unemployed young people in the light of the Kirby Report recommendations for the dismemberment of the TAFE PEP programme'.

TD/NSW 11.10

Marlow P
Return to industry. Newcastle: Newcastle Technical College. School of Biological Sciences. (Staff Development Project Fellowship Report.). 1984. 24p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Report)

Descriptors: Allied health occupations; Course evaluation; Fellowships; Laboratories; Medical technologists; Pathology

Identifiers: Hematology; Laboratory Technicians Certificate; Pathology Technicians Certificate Course

Abstract: This return to industry project entailed a 10 week period spent updating techniques and skills at the Blood Bank. Hema-

tology, Royal Newcastle Hospital and general pathology (Wallsend Hospital) laboratories. It was noted that the regionalisation of pathology laboratories has resulted in the increased use of complex electronic instruments and computer recorded information, leaving many technicians 'isolated' in a narrow range of tests. Recommendations include some pruning of the curriculum and implementation of work experience as a mandatory requirement.

TD/NSW 11.11

Meadowbank College of Technical and Further Education. School of Biological Sciences
An evaluation of the Occupational Health Nursing Higher Certificate Course 1981—1984. New South Wales. Sydney: Dept of Technical and Further Education, 1985. 43p. plus bibliography, appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Allied health occupations education; Course evaluation; Curriculum development; Nurses; Occupational surveys; Questionnaires; Student attitudes

Identifiers: Occupational Health Nursing Higher Certificate

Abstract: This report evaluates the TAFE Occupational Nursing Higher Certificate course conducted from 1981 to 1984. Questionnaires were answered by graduates and teachers and interviews were conducted with graduates and employers. 95% of graduates said they would recommend the course to another occupational health nurse. The evaluation team analysed the data together with the Panel of Review's resolutions and formulated recommendations designed to develop a curriculum to meet the needs of occupational health practitioners, their employers and the workforce they serve.

TD/NSW 11.12

Nairne E
Major review report of Ceramics courses. New South Wales. Sydney: Dept of Technical and Further Education. Curriculum Services Division, 1984. 141p. plus appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Ceramics; Course evaluation; Curriculum development; Handicrafts; Needs assessment; Surveys; TAFE students; TAFE teachers

Abstract: This investigation of Ceramics courses was undertaken by the Curriculum Services Division and School of Art and Design teaching staff within NSW TAFE. Evidence collected indicates that the Ceramics education currently offered by NSW TAFE is only endeavouring to meet the needs of current students. Much of the general education of community workshop tutors, established studio potters, recent graduates and gallery and craftshop staff is not catered for by NSW TAFE. Seven surveys were conducted, aimed at makers, graduates, students, teachers, craft shop sellers, gallery sellers and associations servicing studio potters. Major recommendations include that the present Ceramics Certificate and all courses in studio ceramics offered in NSW TAFE colleges be composed of units taught at basic professional level.

TD/NSW 11.13

New South Wales Department of Technical and Further Education
Cartography: The art, science and technology of map making. Review of Associate Diploma in Cartography. Stage 4. Documentation for NSW Higher Education Board. New South Wales. Sydney: Dept of Technical and Further Education, 1985. 81p. plus appendix, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Cartography; Course descriptions; Course evaluation; Curriculum development; Map skills; Student assessment

Abstract: This course was first offered by TAFE in 1973 and has been subject to one minor and one major revision prior to the 1981 review. Since then, the course has continued at Bathurst College of TAFE and in the light of recommendations from industry has undergone major revision.

The revised course structure was offered for the first time in 1985.

TD/NSW 11.14

New South Wales Department of Technical and Further Education
English for specific purposes program: Educational principles. New South Wales. Sydney: Dept of Technical and Further Education, 1985. 25p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Bilingual education programs; Educational principles; English for special purposes; English (second language); Multicultural education; Teaching guides

Identifiers: Australian Second Language Proficiency Ratings (ASLPR); English for Specific Purposes (ESP)

Abstract: This booklet briefly outlines the educational principles that should underpin English for Specific Purposes courses and strategies, regardless of the source of funding and/or educational administration. It covers ESP course categories, course development processes, planning and evaluation, student selection and staffing.

TD/NSW 11.15

New South Wales Department of Technical and Further Education
Submission to the Committee for the review of TAFE funding. New South Wales, Sydney: Dept of Technical and Further Education, 1985, 97p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Administrative organisation; Educational finance; Expenditures; Financial support; Grants; Program proposals; State federal aid; Student needs; TAFE; Youth employment

Abstract: This submission outlines developments that have occurred in TAFE in NSW since 1974 and describes the essential features of the joint funding of TAFE by the State and Commonwealth in the period. Whilst acknowledging the positive benefits of Commonwealth funding of TAFE in NSW, it attempts to explore ways in which administrative arrangements for future Commonwealth funding could be improved and sets funding issues in the context of some key policy issues that are likely to have an effect upon the direction of TAFE in the near future.

TD/NSW 11.16

New South Wales Department of Technical and Further Education
TAFE multicultural education policy. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 4p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Access to education; Administrative principles; Educational principles; English (second language); Multicultural education; Position papers; TAFE

Abstract: This policy statement indicates NSW TAFE's desire to translate multicultural philosophy into practice and reflects government policies of equal opportunity and anti-discrimination. Recommendations are made in the areas of community languages, English as a Second Language and access to education. Consideration is given to the staffing implications of this policy, and recruitment principles and staff development programs are outlined.

TD/NSW 11.17

New South Wales Department of Technical and Further Education
Educational computer applications in TAFE. 1st annual computer conference 1984. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 253p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Computer orientated programs; Computers; Computer science education; Conference papers; Databases; Educational technology; Programming

Abstracts: This conference was organised to provide TAFE teachers with a forum to discuss the latest developments in educational computing within the Department. Facilities in NSW have grown to a vast network of VAX minicomputers. All NSW TAFE colleges will be provided with networks of personal computers during the next few years. At present there are two major sources of software in TAFE. Firstly Datatrieve, Opuss, Minitab, MCBA Accounting, GIGI Graphics have been acquired for the VAX network and staff are working to specify and acquire specific applications for a number of schools. In addition the personal computer networks will come with 'common core' applications such as spreadsheets, word processing and graphics. The second source of software is that developed internally by TAFE teachers. Conference papers reveal that these applications range over many disciplines from biomedical applications to the use of computer graphics for plumbing students.

TD/NSW 11.18

New South Wales Department of Technical and Further Education
English. New South Wales, Sydney: Dept of Technical and Further Education, Educa-

tional Resources Branch. English Resource Appraisal Panel. 1984. 82p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Resource appraisals for TAFE teachers)

Descriptors: Educational resources; English; English teaching; Nonprint media; Resource materials

Abstract: To counter the problems of the lack of information on the availability and effectiveness of audio visual learning resources for TAFE courses, Educational Resources Branch established Resource Appraisal Panels in conjuntion with Heads of Schools and Library Services. Material is appraised on: information, presentation, technical quality, design, cost effectiveness and applicability to the specified TAFE course. Details, specifications and content of the resource are listed with price and availability.

TD/NSW 11.19

New South Wales Department of Technical and Further Education. School of Secretarial Studies

Secretarial studies review 1982/83. New South Wales, Sydney: Dept of Technical and Further Education. School of Secretarial Studies, 1985. 2v. (Vol 1: 64p); (Vol 2: 232p).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Career development; Clerical occupations; Course evaluation; Curriculum development; Occupational analysis; Occupational surveys; Office occupations education; Surveys

Identifiers: Secretarial Studies Certificate

Abstract: The brief of this review was to identify and assess the social, economic and technological changes affecting secretarial and clerical work in order to ensure the relevance of courses to the needs and aspirations of students and to the requirements of the business world. Information was sought from a wide range of sources. Data from interviews and surveys focussed on the specific tasks and equipment of office work, whilst some of the literature and submissions from the public drew attention to broader aspects of office functions and organisation and to the importance of occupational health, safety and ergonomics in relation to the new office technology.

TD/NSW 11.20

Petersen B; Taylor N

Employment experiences of graduates of the full time Accounting Certificate course. New South Wales, Sydney: Dept of Technical and Further Education. Counselling Research Unit, 1985. 13p. plus appendices, bibliography. ISBN 0724081143

Availability: NSW TAFE Clearinghouse

Descriptors: Accounting; Course content; Employment experience; Employment patterns; Labour market; Student attitudes; Surveys

Identifiers: Accounting Certificate

Abstract: Graduates of TAFE's full time Accounting Certificate course from June 1982 to June 1984 were surveyed to ascertain their employment experiences generally and to attempt to discern whether particular groups were having significantly different employment experiences. Age, sex and country of origin variables were compared and information was sought on the type of position obtained and how long after graduation employment was attained. Results indicated that 79% of respondents were employed, 60% in an accounting or related position. Europeans and those with prior experience were more likely to be in accounting positions. Many students suggested the need for the provision of work experience as part of the course.

TD/NSW 11.21

Ramakrisnan S

A study tour of the Netherlands. September 1984—October 1984. Sydney: Meadowbank College of Technical and Further Education, 1984. 12p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Report)

Descriptors: Computer assisted teaching; Computer programs; Computer science education; Educational technology; Fellowships

Identifiers: Netherlands

Abstract: This study tour of the Netherlands was undertaken to investigate application software for VAX. Visits to three installations and five educational institutions are detailed. Dutch educational institutions and industry are investigating the concept of work station and UNIX based machines to increase productivity. There is a trend towards computer based training (CBT) and video training of

packages on microcomputers. UNIX is growing in popularity and 'KERMIT' seems to be widely used for data communication. As UNIX appears to be also gaining in popularity in Australia, this may warrant TAFE obtaining educational licences for UNIX.

TD/NSW 11.22

Bialowas S; Wilson J
A study of the promotional activities of the School of Secretarial Studies Wagga Wagga College of TAFE. New South Wales. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 97p.. appendices. bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Career awareness; Office occupations education; Public relations; Questionnaires; Secondary school students; Student attitudes; TAFE

Identifiers: Secretarial Studies; Wagga Wagga College of TAFE

Abstract: This report sought to assess the effectiveness of an intensive promotional campaign on students knowledge of and attitudes towards the Secretarial Studies Certificate Course at Wagga Wagga College of TAFE. 62 Secretarial Studies Schools were surveyed and Careers Advisers ad relevant Wagga staff were interviewed. 2 similar local high schools were compared, one being chosen for an intensive 8 week promotional campaign of the new course. Years 10, 11 and 12 of both schools were administered a questionnaire, ascertaining knowledge of and attitudes towards TAFE and Secretarial Studies. General responses showed that students knowledge of the course and TAFE was negligible. Many recommendations were made, including the need for consistent promotion by TAFE staff, extensive use of all media and greater contact with high schools.

TD/NSW 11.23

Bradford G; Davies S
Study facilities for NSW rurally based aircraft mechanics: A training needs analysis and proposed recommendations. New South Wales. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 52p.. appendices. bibliography. tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Access to education; Aviation mechanics; Needs assessment; Questionnaires; Rural education; Study facilities; TAFE; Trade courses

Identifiers: Aircraft Maintenance Engineers; Australia Dept of Aviation

Abstract: This study sought to establish the existing methods used by rurally based Aircraft Maintenance Engineers (A.M.E.S) when studying for their Department or Aviation licencing exams and whether a need existed for TAFE to conduct courses in this area. 75 rurally based aviation companies who employ A.M.E.S with Department of Aviation licences were surveyed. Private study was found to be the most common study method with problems obtaining suitable study material. It is recommended that TAFE conduct Department of Aviation courses in rural TAFE colleges and by correspondence methods.

TD/NSW 11.24

Brown J; Dwyer S
Student withdrawal from the School of Fashion. New South Wales. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 91p.. appendices. bibliography. tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Dropout research; Fashion industry; Part time students; Questionnaires; Student attrition; TAFE students; Withdrawal (education)

Identifiers: Fashion Retail Certificate; New South Wales Dept of Tehnical and Further Education School of Fashion; Orana Region

Abstract: This study investigated the reasons for student withdrawal in the School of Fashion within the NSW Department of TAFE. A sample of 360 part time students from the Orana Region who had withdrawn from Fashion Retail Certificate subjects in 1984 were surveyed. The questionnaire was designed to measure the extent to which personal non course related factors and course related factors affect student withdrawal. The results established that within the Orana Region for 1984, the Fashion Retail Certificate subjects experienced a part time student withdrawal rate of 36.75%. The majority of students leave classes because of personal non course related factors and stated they would consider re enrolling. This indicates they could be viewed as deferred rather than withdrawals.

TD/NSW 11.25

Clark J

Full time students' opinions about student counselling services (educational, vocational and personal) at Blacktown College of TAFE. New South Wales. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 43p., appendices. bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Counselling effectiveness; Counselling services; Full time students; Publicity; Questionnaires; Student attitudes; TAFE students

Identifiers: Blacktown College of TAFE Student Counselling Unit

Abstract: This study investigated the opinions of full time students towards the services provided by the Student Counselling Unit at Blacktown College of TAFE. All enrolled full time students were sent questionnaires dealing with attitudes to counselling and the College's Counselling Unit, knowledge of services and opinions as to which services should be provided. It was found that the Student Counselling Unit was a necessary student support service. Recommendations for improvements were made in the areas of accessibility and publicity.

TD/NSW 11.26

Cook V J

Perceptions of the part time teaching staff at a regional college of TAFE. New South Wales. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 42p., appendices. bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Beginning teachers; Needs assessment; Part time employment; Questionnaires; Staff developent; TAFE teachers; Teacher orientation; Teacher selection; Work environment

Identifiers: Wagga Wagga College of TAFE

Abstract: Part time teachers in TAFE make up over 60% of total staff statewide. This study reviewed TAFE procedures in selecting new part time teachers and assumptions made about the procedures used in selecting part time teachers at the Wagga Wagga College of TAFE. Questionnaires were used for information collection in a number of areas: reasons for becoming a part time teacher, knowledge of eligibiity and notification, educational qualifications, support from full time staff, involvement in staff development activities and any additional comments. The recommendations made about part time teachers concern the booklet 'For part time teachers', selection and recruitment, orientation, integration, career planning, pay and staff development.

TD/NSW 11.27

Davies J C

Success in the Certificate of Child Care Studies. New South Wales. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 82p., appendices, bibliography, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic achievement; Access to education; Child care occupations; Enrolment trends; Financial problems; Questionnaires; Student characteristics; TAFE students

Identifiers: Armidale College of TAFE; Certificate of Child Care Studies; Child Care; Wollongong College of TAFE

Abstract: This study examined the issues of access and selection within the full time Certificate of Child Care Studies to ascertain the characteristics of successful students. Armidale and Wollongong Colleges of TAFE were the focus for research. Enrolment data for 1981-1985 revealed a consistent pattern of enrolments and graduates regardless of student age, sex or race. Students responded to a mailed questionnaire suggesting financial difficulties as the major reason for non-enrolment. Withdrawing students were interviewed, nominating immaturity, financial difficulties and lack of support outside the course as reasons for withdrawal. Examination results indicated that older students performed better and performance was not affected by sex, Aboriginality or language. Recommendations are made for a modification of the selection process and entry requirements.

TD/NSW 11.28

Ducker J; Gabb J

The effects of the formal Government and Related Employees Appeals Tribunal system on TAFE staff who are, or have been, an

appointee or appellant to a promotions position. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1984. 90p., appendices, bibliography, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Court litigation; Equal opportunities (Jobs); Grievance procedures; Job performance; Promotion (occupational); Questionnaires; Stress variables; TAFE

Identifiers: Government and Related Employees Appeals Tribunal (GREAT)

Abstract: This report evaluates the effects of the formal Government and Related Employees Appeals Tribunal (GREAT) on the TAFE staff. A survey was conducted of all TAFE staff who had been involved in the formal GREAT appeals system during 1983. Comparisons were made regarding family commitment, sex, age and ethnic background. The survey showed that the system caused a great deal of stress which adversely affected health, work performance and inhibited the seeking of further promotion. The report recommends that an inquiry be held into the GREAT system with a view to modification or the creation of a new system to overcome the problems and deficiences reported.

TD/NSW 11.29

Ellis R J

Selecting tasks for off the job and on the job education and training categories. New South Wales, Sydney: Dept of Technical and Further Education, 1985. 2p., figures, appendix.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Check lists; Evaluation criteria; Job training; Occupational safety and health; Off the job training; Skill development; Task analysis

Identifiers: On the job training

Abstract: This paper outlines the criteria for selecting whether tasks will be learnt off the job or on the job. The criteria are: task importance, task difficulty and frequency of task performance. These criteria are applied to each task in the Task Inventory using the educational and training categories algorithm, to determine the training category. A check list for evaluating training is provided and an example of the education and training administration in occupational health, safety and welfare is outlined.

TD/NSW 11.30

Fogarty J

Occupational health and safety in podiatry: a critical factor for the podiatry undergraduate. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985. 109p., appendices, bibliography, figures.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Curriculum development; Occupational safety and health; Podiatry; Questionnaires; Safety education; TAFE students; Teaching practices

Identifiers: College Accident Report Protocol; Occupational Health and Safety Act (NSW)

Abstract: The aim of this report is to examine the occupational health and safety factors which are relevant to NSW Podiatry students. The main concerns are to identify the students' level of perception about work related injury and document occupational health and safety related incidents that were experienced by Podiatry students. Also, to indicate how this experience by Podiatry students. Also, to indicate how this exerience relates to the interpretation of TAFE Occupational Health and Safety Policy and Sydney Technical College Accident Protocol.

Recommendations are made on student teacher practices, curriculum modifications, College Accident Protocol and the need for staff development programs on occupational health and safety for podiatry teachers.

TD/NSW 11.31

Gunn D M

A survey of work attitudes of full time teachers at East Sydney Technical College and Randwick College of TAFE. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985. 70p., appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Job satisfaction; Questionnaires; TAFE teachers; Teacher attitudes; Teacher morale; Teaching skills

Identifiers: East Sydney Technical College; Randwick College of Technical and Further Education

Abstract: The purpose of this project was to determine the work attitudes of full time

teachers at East Sydney Technical College and Randwick College of TAFE. The majority of people surveyed worked as TAFE teachers for intrinsic reasons such as self fulfilment and a sense of achievement. Most teachers were satisfied with their job. The strongest predictor of job satisfaction was skill utilisation, followed by opportunities for planning and organising their own work. The biggest reason for job dissatisfaction was having insufficient time to do the job properly.

TD/NSW 11.32

Holdforth D
An investigation to determine the educational needs of the intellectually handicapped student in TAFE. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985, 82p., appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Access to education; Disabilities; Educational needs; Pilot projects; Questionnaires; TAFE students; TAFE teachers

Identifiers: Randwick College of Technical and Further Education; Secretarial Studies

Abstract: This report investigates the educational needs of the intellectually handicapped student within TAFE and outlines TAFE's responses to those needs. It outlines a pilot course at Randwick College of TAFE in 1984 which was specifically designed to cater for intellectually handicapped students.

Questionnaires were completed by 70 Secretarial Studies Schools throughout NSW on services for these students in mainstream and special class environments. Teachers were sympathetic towards the needs of intellectually handicapped and agreed with TAFE policies of open access but felt a lack of knowledge and training in this area. Recommendations include the need for TAFE to further sensitise teachers to and educate them on the needs of intellectually handicapped students.

TD/NSW 11.33

Hyde M I
An evaluation of a Transition Diploma Course. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985, 186p., appendices, bibliography, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic ability; Course evaluation; Questionnaires; Secondary school students; Secondary school teachers; Student attitudes; Student characteristics; Transition programs

Identifiers: Transition Diploma Course

Abstract: This report describes the evaluation of a Transition Diploma Course for Year 11 students at a Catholic Girls High School. The students of 1984 and 1985 were interviewed and given questionnaires to determine variables such as reasons for participating in the course, academic achievement, family background, personality characteristics, attitudes to life, level of maturity and views about the course and the skills attained. Teachers involved in the implementation of the course in 1984 also completed questionnaires to determine their perceptions of the course and its outcomes.

TD/NSW 11.34

McGowan C
Women in Albury Wodonga: their access to work through technical and further education. New South Wales, Sydney: Dept of Technical and Further Education, 1985, 21p., appendices, bibliography

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Access to education, Career guidance; Education work relationship; Employment patterns; Employment programs; Unemployment; Womens education

Identifiers: Albury College of TAFE

Abstract: This report, Commissioned by Albury College of TAFE and the TAFE Women's Co-ordination Unit, highlights 4 main areas—women's course choice at Albury TAFE, high female unemployment in Albury, provision of information for women about careers, courses, government programs and the importance of involving women in the planning of the new college to ensure recognition of special education and female employment needs. The appointment of a full time Women's Access Co-ordinator is recommended.

TD/NSW 11.35

Mackenzie R N; Palmer D S
An investigation of the training needs and demands of the fibreglass reinforced plastics

industry of NSW'. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Further Education, 1985. 65p., appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Manufacturing industry; Needs assessment; Occupational surveys; Plastics; Questionnaires; TAFE courses; Trade courses

Identifiers: Fibreglass reinforced plastics

Abstract: The purpose of this study was to survey and establish a clear concept of the reinforced plastics industry in NSW, identify the training needs of the industry and determine if those needs were currently being met by existing NSW TAFE courses. 249 businesses in NSW were sent questionnaires and 111 responded.

The industry consists mainly of small businesses involved in reinforced plastics processes for boat building, industrial equipment, land transport, aircraft construction and pool manufacture. An unmet demand for courses exists in some NSW regions and employers preferred a part time basic operator level course to be provided by TAFE with further training to be joint TAFE and industry short courses.

TD/NSW 11.36

Maley C

The recruitment, training and supervision of the part-time teacher in small country TAFE Colleges in NSW. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985. 60p., appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Beginning teachers; Needs assessment; Part time employment; Questionnaires; Rural areas; TAFE teachers; Teacher education; Teacher selection; Teacher supervision

Abstract: This study was undertaken to determine whether a need existed to develop an improved set of recruitment, training and supervision procedures to assist the small college and the new part time teacher. 35 part time teachers located throughout the State were surveyed by questionnaire and 8 principals, teaching registrars and head teachers from small country colleges were interviewed regarding current procedures. The study exposed many shortcomings and highlighted the fact that part time teachers in smaller country colleges are disadvantaged, mainly through their isolation. Recommendations include orientation to classroom teaching take place prior to the first lesson, a college based trainer of part time teachers be appointed to each college and classroom observation of new part time teachers be carried out at least once a term during the first teaching year.

TD/NSW 11.37

Mikkelsen G; Wilson C

An evaluation of the industrial visit as a staff development activity within the NSW Department of TAFE. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985. 57p., appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: College business relationship; Evaluation; Industry; Released time; Skill development; Staff development; TAFE teachers; Teacher improvement; Technology

Identifiers: New South Wales Dept of Technical and Further Education

Abstract: This report is an evaluation of the short industrial visit as a staff development activity within the NSW Department of TAFE. TAFE personnel who had attended an industrial visit during 1984 were surveyed to ascertain the main aims of the visit and the usefulness of knowledge gained. It was found that these visits to industry by teaching staff were mainly used to upgrade technical skills and knowledge and consequently lesson material was improved. A deeper understanding of the student's work environment and the establishment and maintenance of valuable industry contacts were further benefits. Barriers to applying ideas gained from these visits are mainly related to inability to obtain the latest technology.

TD/NSW 11.38

Quinn M; Springall D

A replication study and further investigation into the effects of the formal Government and Related Employees Appeals Tribunal on TAFE staff who have participated in a formal appeal in 1984. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985. 129p., appendices, bibliography, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Court litigation; Equal opportunities (Jobs); Grievance procedures; Job performance; Promotion (occupational); Questionnaires; Stress variables; TAFE; Validity

Identifiers: Government and Related Employees Appeals Tribunal (GREAT)

Abstract: This report is a replication study into the effects of the formal Government and Related Appeals Employees Tribunal (GREAT) on TAFE staff, first conducted by Ducker and Gabb in 1984 (TD/NSW 11.28). Their report recommended an inquiry into the present system of GREAT. The present research aimed to validate these recommendations. A questionnaire survey was conducted on all TAFE staff who had been involved in a formal GREAT appeal in 1984.

Selected staff were interviewed and litigants observed during formal GREAT appeals hearings. Recommendations reaffirm the findings of the previous survey and state that an appeals system should minise costs, time and reduce disruption and inefficiency. TAFE should investigate the need for improved guidelines of the selection committee and whether counselling should be offered to litigants.

TD/NSW 11.39

Renshaw G J

Multiple linear regression analysis of prevocational selection test. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985, 66p., appendices, bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic achievement; Comprehension; Electrical occupations; Mathematics; Multiple Regression Analysis; Predictive measurement; Statistical analysis; Student assessment; TAFE students

Identifiers: Dexterity; Mt Druitt Technical College

Abstract: This report studies the relationship between the 3 prevocational selection tests of Mathematics, Comprehension and Dexterity and student performance in each of the Stage 1 Electrical Trades Course subjects. Simple and Multiple Linear Regression equations were developed using the results of prevocational students at Mount Druitt Technical College during the years 1980 to 1984. The equations were subjected to a statistical analysis to determine the significance of their ability to predict performance in each Stage 1 subject. Results revealed that the 3 selection tests are inconsistent in predicting performance in each subject and for the tests to be of any use they can only be used selectively for individual subjects.

TD/NSW 11.40

Taylor W

The attitudes of the motor vehicle repair industry organisations to the proposed introduction of new typs of training in NSW'. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1985, 129p., bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Industrial education; Industry employer attitudes; Motor vehicles; Surveys; Trade courses; Training methods

Identifiers: Automotive engineering; Preapprenticeship courses

Abstract: This report investigates the attitudes of organisations associated with the motor repair industry to new types of institutional training which were being considered as a replacement or supplement to the traditional type of apprenticeship training in the NSW Automotive Mechanics Trade. Trade associations, motoring and consumer associations, trade union and employee associations as well as government departments and statutory bodies were surveyed to ascertain their attitudes to a number of issues relating to trade training. The main recommendations are that a Motor Vehicle Repair Industry Training Council be formed and a new scheme for the training of motor mechanics be introduced.

TD/NSW 11.41

Thurkettle L W

A study of the relative differences between males and females in English, Maths and manual dexterity during adolescence. New South Wales, Sydney: Sydney College of Advanced Educatin. Institute of Technical and Adult Teacher Education, 1985, 23p., appendices, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic achievement; Analysis of variance; Comparative analysis; English; Mathematics; Secondary school students; Single sex schools; Student characteristics

Identifiers: Manual dexterity; Preapprenticeship tests; T test

Abstract: This study was designed to determine if differences in English, Maths and manual dexterity existed between males and females. The standard pre-apprenticeship Entrance Test was given to 272 Year 10 students. The results of the tests were compared by using an analysis of variance and a T test. Comparisons were made between males and females in the total sample, between the single sex schools and the males and females in the coeducational school. Outcomes showed that in the coeducational school, for English and Mathematics there is no difference between the sexes, while in the other schools, males performed better in all 3 areas. Recommendations for future research are given.

TD/NSW 11.42

Vilensky L D

An investigation of training and the use of CAD in the textile and clothing industry in Hong Kong. New South Wales, Sydney: Strathfield College of TAFE. School of Textiles. 1985. 22p., appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Automation; Clothing; Computers; Fashion industry; Fellowships; Patternmaking; Technology; Textiles education

Identifiers: Computer assisted drafting (CAD); Needle trades

Abstract: The objective of the Project Fellowship was to study trends in training in the textile/clothing industry and the use of CAD in both training and industry in Hong Kong.

At the time of the visit, four factories in Hong Kong were using the Hong Kong Productivity Centre (HKPC) CAD equipment.

The report recommends that consideration be given to the purchase of the CAD system such as the one developed by the HKPC for use in NSW TAFE.

The advantage of a system based on a conventional microcomputer is that it could be used for other purposes if not fully used by students in apparel courses.

TD/NSW 11.43

Warrington C

A study of the relationships between academic performance and student anxiety arising from methods of classroom assessment. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 62p., appendices, bibliography, figures.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic achievement; Cognitive processes; Comparative analysis; Home economics education; Student assessment; TAFE students; Test anxiety

Identifiers: Baulkham Hills College of TAFE; Grade Point Averages (GPA); State-Trait Anxiety Inventory

Abstract: This study examines the relationship between academic performance and student anxiety arising from classroom assessment methods. The subjects were students in the Home Economic Certificate (old course) and Home Economics Course (new course) at Baulkham Hills College of TAFE. Using the State-Trait concept of anxiety it was hypothesised that Home Economics Certificate students would have higher levels of State-Anxiety and lower Grade Point Averages (GPA) than Home Economics Course students. It was assumed that different assessment procedures would elevate State-Anxiety levels of old course students and have a debilitating effect on their thought processes. Each student was allocated GPA's and given the State-Trait Anxiety Inventory. Old course students had a significantly higher level of State-Anxiety but there was no significant difference between the GPA's of the 2 groups.

TD/NSW 11.44

Watson A

Block training for New South Wales TAFE teachers: an evaluation. New South Wales, Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education. 1985. 16p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course evaluation; Program content; Questionnaires; Student attitudes; TAFE teachers; Teacher education programs

Identifiers: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education

Abstract: A new Diploma of Teaching (Technical) was introduced in 1985 by the Institute of Technical and Adult Teacher Education. A

major feature of the course restructure was the inclusion of a full time component. This introductory block was included so that students could concentrate on developing basic teaching skills which could ease the transition into teaching. A one hundred point evaluation questionnaire was used to obtain students' opinions regarding significant aspects of the first term block. Although students felt that they had developed confidence and competence, the real and permanent impact of the block can only be assessed by observing the development of skills over at least the first year of the program.

TD/QLD 11.1

Cumming J

Report on a study of attrition in part-time programs in TAFE in Queensland. Queensland. Brisbane: Div of Technical and Further Education. Curriculum Branch, 1985. 71p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Dropout research; Part-time students; Questionnaires; Student attrition; Technical education

Identifiers: Queensland TAFE colleges

Abstract: The report details the rationale questionnaires for use in determining why students withdraw from TAFE programs. Three part-time programs were monitored over one semester using the questionnaires, and teachers' and students' reactions noted. The reason for attrition of students in the programs, are discussed in the report.

The questionnaires are recommended for use by any TAFE teacher or other personnel in monitoring attrition in TAFE programs.

TD/QLD 11.2

Oxenford B

Report on an evaluation of CNB 97 concrete worker's course. Queensland. Brisbane: Div of Technical and Further Education. Curriculum Branch, 1985. 131p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Cement industry; Construction industry; Course evaluation; Pilot projects; Program evaluation; Trade courses; Vocational education

Identifiers: Concrete Workers Course; Yeronga College of TAFE

Abstract: This report examines the initial offering of this course at the Yeronga College of TAFE. Students, staff, employers and representatives from Government Departments and training authorities were interviewed to ascertain responses and acceptance of the course. A number of recommendations have been formulated for consideration prior to any future offerings of this course.

TD/QLD 11.3

Roberts E

An exploratory study on the relationship between self-concept communicator style and achievement. Armidale: University of New England. Centre for Behavioural Studies in Education, 133p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Achievement; Business communication; Communication skills; Language aptitude; Self concept; Speech communication

Abstract: This exploratory study was designed to investigate a possible relationship between self-concept, communicator style and achievement. The two hundred subjects for the study were TAFE Business studies Students from a Queensland College of TAFE.

Those who saw themselves as able communicators actually achieved well. It was also found that students who thought they were good communicators spoke frequently and at length. They also employed a number of non-verbal cues in their behavioural repertoire.

There was a surprisingly high correlation between student and teacher assessment of an observed formal speech. Thus while the nature of the possible connection is certainly not solved, those students who had a high school self-concept and who saw themselves as good communicators achieved well in the college situation.

TD/QLD 11.4

Mountney P

Evaluation of CN099 dental prosthetic technology course. Queensland. Brisbane: Div of Technical and Further Education. Curriculum Branch, 1984. 48p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Course evaluation; Dental technicians; Laboratory technology; Program evaluation; Prostheses; Trade courses; Vocational education

Identifiers: Dental Prosthetic Technology Course

Abstract: The introduction of the Dental Prosthetic Technology Course brings a new phase of trade training to Queensland TAFE colleges. This development replaced an existing three year block release training program with a full-time three semester program.

Within the parameters set by the questions formulated to direct the study, the evaluation has an issues orientation. The report includes general statements about what happened during the course and what the students, teachers and employers found satisfactory or unsatisfactory.

TD/QLD 11.5

Kicly E A
Evaluation of CN 008 pre-vocational urban horticulture (operators) course. Queensland. Brisbane: Div of Technical and Further Education. Curriculum Branch. 1982. 80p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Course evaluation; Employer employee relationships; Horticulture; Nurseries; Pre-vocational education; Program evaluation; Trade courses; Urban studies

Identifiers: Queensland TAFE colleges

Abstract: This course represented a full-time introduction into the horticultural area to which Queensland TAFE had previously offered limited access.

The practical requirements for this course differed quite significantly from courses already existing in Queensland TAFE.

An evaluation of the course was undertaken to determine: (a) those aspects of the course that had been successful; (b) which aspects needed improvement; and (c) ascertain the reaction of persons employing students graduating from this course.

TD/SA 11.1

South Australian Council of Technical and Further Education
Guidelines for the development of student associations at TAFE colleges in South Australia. South Australia. Adelaide: South Australian Council of Technical and Further Education. 1985. 19p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Student college relationship; Student government; Student needs; Student organisations; Student welfare; TAFE students

Identifiers: Seidel K; Student Associations; TAFE colleges organisations (Groups)

Abstract: This report was prepared by the South Australian Council of TAFE to provide advice to the Director-General on the establishment of student associations at TAFE colleges in South Australia where there were no existing student associations.

Information was sought from SA TAFE colleges, interstate TAFE authorities and the A.U.S. Two sets of guidelines were developed to cater for the differences between large colleges and smaller colleges (with low numbers of full time students).

TD/SA 11.2

Adelaide College of TAFE
The school of Aboriginal education: Resource guide 1986. South Australia. Adelaide: Adelaide College of Technical and Further Education. School of Aboriginal Education. 1986. 2v. (Vol 1. Adelaide); (Vol 2. Pt Augusta various pages) (interim edition).

Format: Interlibrary loan

Availability: SA TAFE Clearinghouse

Descriptors: Aboriginal students; Bibliographies; Resource materials; TAFE

Identifiers: South Australia Dept of Technical and Further Education. Curriculum Branch

Abstract: This guide has been designed as a practical aide to the planning and implementation of TAFE courses for Aboriginal people throughout South Australia.

TD/SA 11.3

South Australia. Dept of Technical and Further Education. Policy Support Branch
The role of principals on TAFE college councils. South Australia. Adelaide: Dept of Technical and Further Education. Policy Support Branch. 1985. 29p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: College administration; College governing councils; College planning; Gover-

nance; Governing boards; Principals; TAFE colleges

Identifiers: College councils; Hailstone D

Abstract: This report resulted from a project with a clearly specified research objective; namely to examine the role and responsibilities of TAFE principals as members of TAFE college councils, with particular reference to South Australia. The report presents comparative information on the membership of principals as college council members in South Australian and selected interstate TAFE systems, identifying current practices as well as prevailing trends and directions.

More detailed research findings in relation to the role of TAFE principals on college councils in South Australia is presented based on interviews with a number of college principals, council presidents and senior South Australian Department of TAFE managers. Several options for change are presented relating to the formal role of principals as members of TAFE college councils.

TD/SA 11.4

Wilson R J

Assessment in adult literacy and basic adult education programme. South Australia, Adelaide: Adelaide College of TAFE, 1985, 13p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Adult basic education; Adult counselling; Adult learning; Adult literacy; Counselling techniques; Student counselling

Identifiers: Access studies; Assessment

Abstract: This paper attempts to deal with the topic of client assessment in Adult Literacy and adult basic education programmes. The content of this presentation has been developed through the personal experiences of the writer with adult literacy programmes during the last nine years.

By review the historical development of adult literacy services in Australia, a profile of behaviour for entry, on-going and existing clients is developed and a global profile of literacy performance is listed for discussion.

The author asks that specific policy on the subject of student counselling and assessment be developed to ensure the relevance and accountability of adult basic education programmes are maintained in the future.

TD/SA 11.5

South Australia. Dept of Technical and Further Education. Staff Development Centre

Multiculturalism in TAFE. South Australia, Adelaide: Dept of Technical and Further Education. Staff Development Centre, 1985, 35p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Educational planning; Equal education; Multicultural education; Multiculturalism; Policy formation

Identifiers: Krumins B; Schulz M

Abstract: Report of a seminar held at Eden Park Conference Centre at the invitation of the Director-General of TAFE, April 1985. Included are: (1) Government policies and their relations to TAFE by Bruno Krumis, Chairman, Ethnic Affairs Commission. (2) The public sector: The general direction of management plans and the application of equal opportunity principles by Michael Schulz, Deputy Chairman, Ethnic Affairs Commission.

Outlines of the workshop sessions are also included.

TD/SA 11.6

South Australia. Dept of Technical and Further Education

Certificate in Vocational Education Pre-vocational courses. Life skills. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 97p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Career education; Communication skills; Course descriptions; Curriculum; Daily living skills; Health; Individual development; Prevocational education; Recreation

Identifiers: Computer awareness; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practical skills in a broad range of occupations. These courses are implemented throuh an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills. Each prevocational course contains a Life Skills component and is a term used to conveniently describe those skills a student needs beyond those directly concerned with the manipulations of the task being done. Due to the integrative nature of implementing prevocational courses, life skills should permeate the whole course, deliberate time-tabling will be needed to meet certain objectives, but many

of these should be met in the course of the 'normal' teaching programme.

Content of Life Skills include: personal development, focusing on the student as an individual; living skills; focusing on supporting oneself in material terms; communication, focusing on interactions with others; career education, focusing on the world of ork, careers and study; health and recreation, focusing on physical and mental fitness; computer awareness, focusing on the role, potential and limitations of computers in work and social situations.

A resource package to assist in implementation has been developed—'Certificate in Vocational Education, Pre-vocational Courses, Section D—Life Skills'. (TD/SA 11.7).

TD/SA 11.7

South Australia Dept of Technical and Further Education
Certificate in Vocational Education, Prevocational courses, Section D—Life Skills, Resource package. South Australia, Adelaide: Dept of Technical and Further Education, 1984, 341p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 11.00 (Hard Copy); Free (M-fiche)

Descriptors: Career education; Communication skills; Daily living skills; Health; Individual development; Prevocational education; Recreation; Resource materials

Identifiers: Computer awareness; South Australia, Dept of Technical and Further Education, Curriculum Development Branch, Prevocational Unit

Abstract: This resource package has been developed to aid in the implementation of the life skills component of prevocational courses—Section D. (TD/SA 11.6).

Content of Section D includes: personal development, focusing on supporting oneself in material terms; communication, focusing on interaction with others; career education, focusing on the world of work, careers and study; health and recreation, focusing on physicl and mental fitness; computer awareness, focusing on the role, potential and limitations of computers in work and social situations.

The resource package contains general information, exercises, methodology, and resource contacts to aid lecturers in implementing the life skills component in prevocational courses by offering practical ideas and alternative approaches so that student needs may be met as these needs arise.

Due to the integrative nature of implementing prevocational courses, life skills should permeate the whole course, deliberate time-tabling will be needed to meet certain objectives, but many of these should be met in the course of the 'normal' teaching programme.

TD/SA 11.8

South Australia Dept of Technical and Further Education
Prevocational (Hospitality and Tourism) Course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 46p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Food service; Prevocational education; Receptionists; Tourism

Identifiers: Hospitality occupations; South Australia, Dept of Technical and Further Education, Curriculum Development Branch, Prevocational Unit; Table service; Waiters

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practical skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: food, restaurant and liquor service and etiquette, tour guides and product presentation, office and reception duties; business machines; filing and indexing.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of hotel, restaurant and liquor service, front office and receptionist, tour/travel consultant.

TD/SA 11.9

South Australia Dept of Technical and Further Education
Prevocational (Metal Fabrication/Gardening and Greenkeeping) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 58p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (Microfiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Grounds keepers; Horticulture; Mechanical skills; Metal trades; Plant growth; Prevocational education; Welding

Identifiers: Boilermaking; Metal fabrication; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: handtools, portable powertools, structural steel fabrication, welding, drawing, operation of gardening machinery, plant recognition, basic mechanics, plant growth and working with trees.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of boilermaking and/or structural steel work and/or welding 1st class and gardening and greenkeeping.

TD/SA 11.10

South Australia Dept of Technical and Further Education
Prevocational (Metal Fabrication/Automotive Mechanics) course. South Australia. Adelaide: Dept of Technical and Further Education, 1985. 59p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Electrical appliances; Fitting and Machining; Mechanical skills; Metal trades; Prevocational education; Welding

Identifiers: Automotive engineering; Boilermaking; Metal fabrication; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course topics and skill development will include: fitting and machining, welding—arc and oxy, basic electrical, engine dismantle and re-assemble, metal working machines, structural steel fabrication and portable power tools.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of boilermaking and/or structural steel work and/or welding first class, and automotive mechanics.

TD/SA 11.11

South Australia Dept of Technical and Further Education
Prevocational (Survey, Construction and Mining) course. South Australia. Adelaide: Dept of Technical and Further Education, 1985. 60p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Geology; Hydraulics; Mining; Prevocational education

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit; Surveying

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: Bush safety, geology for field hands, drills and drilling, mining and quarrying methods, introduction to surveying and drafting, elementary engineering, construction surveying, excavator and backhoe/loader operation, construction safety, hydraulics systems maintenance, diesel motor maintenance, welding.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations as a field hand for mining, construction or earthmoving companies, government organisations or an exploration company or geological or geophysical consulting firms.

TD/SA 11.12

South Australia Dept of Technical and Further Education
Prevocational (Electrical Trades) Course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 65p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Electrical occupations; Electrical systems; Motor vehicles; Prevocational education; Refrigeration mechanics

Identifiers: Automotive engineering; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: fitting and machining, refrigeration systems, air conditioning systems, automatic electrical systems, instrumentation.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of electrical fitting and/or armature winding, electrical mechanics, automotive electrics, refrigeration and air conditioning mechanics, instrumentation, aircraft mechanics (electrical).

TD/SA 11.13

South Australia Dept of Technical and Further Education
Prevocational (Metals Fabrication—Light) Course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 52p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Assembly (Manufacturing); Course descriptions; Course organisation; Curriculum; Fitting and machining; Motor vehicles; Prevocational education; Sheetmetal work; Welding

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learnt during a course is an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: fitting hand skills, drawing, welding, woodwork, basic panel repair, sheetmetal manufacture and working practice, ventilation components, panel jointing and fixing, dismantling and assembly, aluminium and plastic repairs, body repair equipment, corrosion repair and prevention method.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of sheetmetal working 1st class, panel beating, bodymaking 1st class and/or wheel making and wheel wrighting and carriage and wagon building.

TD/SA 11.14

South Australia Dept of Technical and Further Education
Prevocational (Automotive/Multi Trades) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 94p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Assembly (Manufacturing); Course descriptions; Course organisation; Curriculum; Fitting and machining; Motor vehicles; Prevocational education; Sheetmetal work; Welding

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: fitting and machining, welding, drawing, electrical, automotive mechanics, steel work, basic panel beating, body repair equipment, corrosion repair and prevention.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of automotive mechanics, boiler making and/or structural steel work and/or welding 1st class, automotive electrics, electrical fitting and/or armature winding, electrical mechanics and panel beating.

TD/SA 11.15

South Australia Dept of Technical and Further Education
Prevocational (Fitting and Machining/Multi Trades) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 62p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Carpentry; Course descriptions; Course organisation; Curriculum; Fitting and machining; Prevocational education

Identifiers: Scientific Instrument Making; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: fitting and machining, drawing, welding, woodworking joints, wallframing, roofing, airtools, saw sharpening, tool and cutter grinding.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of fitting and turning, locksmithing, machining 1st class, scale making, scientific instrument making, surgical instrument making, carpentry and joinery, saw doctoring and wood machining.

TD/SA 11.16

South Australia Dept of Technical and Further Education
Prevocational (Hair and Beauty Careers) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 43p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Anatomy; Cosmetology; Course descriptions; Course organisation; Curriculum; Physiology; Prevocational education; Service occupations

Identifiers: Hairdressing; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: hair cutting, styling and colouring, anatomy and physiology, cosmetic design and application, major systems of the human body and how they affect the hair and scalp, care of hands and feet, foot and hand massage, manicuring, pedicuring, retail and front office skills.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations in hairdressing, cosmetology, trichology and retail sales.

TD/SA 11.17

South Australia Dept of Technical and Further Education
Prevocational (Upholstery, Vehicle Trimming and Footwear) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985. 43p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Furniture industry; Metal industry; Motor vehicles; Prevocational education; Welding; Woodworking

Identifiers: Footwear trades; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit; Upholstery

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations.

These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: tanning, styling, pattern making, adhesives, industrial sewing machines, cutting/clicking, trim repair, basic techniques, electric and pneumatic tools and equipment, handtools, introduction to woodworking and metal working, metal welding, high frequency, welding plastic mouldings.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of motor timmer, furniture upholsterer and those associated with the manufacture and repair of footwear.

TD/SA 11.18

South Australia Dept of Technical and Further Education
Prevocational (Animal Management) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985. 61p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Animal husbandry; Course descriptions; Course organisation; Curriculum; Health personnel; Health services; Prevocational education

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: anatomy and physiology, microbiology, parasitology, reproduction, nutrition, disease and control, personal development, living skills, career education, health and recreation, computer awareness.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations in rural, animal care, health surveyors and meat inspection.

TD/SA 11.19

South Australia Dept of Technical and Further Education
Prevocational (Automotive Mechanical Trades) course. South Australia, Adelaide: Dept of Technical and Further Education, 1985. 45p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Course descriptions; Course organisation; Curriculum; Engines; Motor vehicles; Prevocational education

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: fitting and machining, welding, basic electrical, brake principles-servicing, power

engines, cooling systems, suspension, hydraulics.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of motor mechanics, motor mechanics (diesel), motor cycle mechanics, brake mechanics and automotive part interpreting (specialist).

TD/SA 11.20

South Australia Dept of Technical and Further Education
Prevocational (Fashion Careers) course. South Australia. Adelaide: Dept of Technical and Further Education, 1985. 55p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Clothing design; Course descriptions; Course organisation; Curriculum; Fashion industry; Prevocational education; Sewing machine operators

Identifiers: Pattern making; South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: fashion design and drawing, recognition of fabrics, pattern construction, garment construction, public relations and promotions, wholesaling and retailing.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of fashion designer, retailing, wholesaling, promotion and public relations, industrial machinist, pattern maker/cutter.

TD/SA 11.21

South Australia Dept of Technical and Further Education
Prevocational (Business Studies) course. South Australia. Adelaide: Dept of Technical and Further Education, 1985. 53p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Banking; Business education; Clerical occupations; Communication skills; Course descriptions; Course organisation; Curriculum; Data processing occupations; Office occupations; Prevocational education; Retailing; White collar occupations

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational courses provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: communications, bookkeeping, data processing, keyboard skills, business law, public relations, basic salesmanship and others.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations in retailing, banking, computing, insurance, public relations, accounting and stenography.

TD/SA 11.22

South Australia Dept of Technical and Further Education
Prevocational (Visual and Commercial Art) course. South Australia. Adelaide: Dept of Technical and Further Education, 1985. 51p.

Format: Hard Copy; M-fiche

Availability: SA TAFE Clearinghouse

Price: 5.00 (Hard Copy); Free (M-fiche)

Descriptors: Commercial art; Course descriptions; Course organisation; Curriculum; Fine arts; Graphic arts; Merchandising; Prevocational education; Retailing; Visual arts

Identifiers: South Australia. Dept of Technical and Further Education. Curriculum Development Branch. Prevocational Unit

Abstract: Prevocational course provide young people with an opportunity through study, to gain knowledge and practice skills in a broad range of occupations. These courses are implemented through an integrative approach providing students with the opportunity to

practice skills learned during a course in an industrial/commercial setting and as well, improve communication and job seeking skills.

This is a 38 week full-time course and course topics and skill development will include: design, drawing, sales merchandising, business organisation and sales, promotion and advertising and a range of elective subjects such as leather craft, fabric design, printmaking, painting, photography, display practice, ticket writing, illustration, lettering, layout, typography.

Successful students will receive educational credit towards the relevant courses in the particular vocation studied. This course provides a sound basis for entry to the occupations of graphic design, fine arts, craft person, display artist, retail sales.

TD/SA 11.23

Beames G

Advanced training. South Australia. Whyalla: College of Advanced Education. Centre for Studies in Adult and Further Education, 1984. 122p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Core curiculum; Course descriptions; Fitting and machining; Metal trades; TAFE; Trade courses

Identifiers: Turning

Abstract: The Fitting and Machining course is a most significant apprentice programme in TAFE colleges in South Australia. In 1985 the National Standards (Common Core Level) for Fitting and Machining Stage I will be implemented; Stage II (Common Core Level) will commence in 1986 and Stage III (Elective Level) in 1987. Therefore, there is a need for a training package on Advanced Turning (Elective Level) to be researched and developed for eventual implementation in 1987 in TAFE colleges in South Australia.

The successful completion of Stages I and II of the course will be a required prerequisite for entry into the elective area. The elective, Fitting and Machining and the elective, Machining are two electives of the four available. Students may select one elective only which must be endorsed by the student's employer. On successful completion of the certificate course the student will be credited with each unit of study.

The study programme resulting from this Educational Investigation contains the proposed training package for Stage III students undertaking the Elective Level of Machining.

TD/SA 11.24

Smith C

PEP Residential Conference Tanunda: Report. South Australia. Adelaide: Dept of Technical and Further Education. Staff Development Branch, 1985. various p.

Format: Interlibrary loan

Availability: SA TAFE Clearinghouse

Descriptors: Conference proceedings; Educational planning; Program planning; Staff development; TAFE teachers

Identifiers: Participation and Equity Program

Abstract: These are the proceedings of a conference held for teachers and managers involved in PEP (Participation and Equity Programmes) throughout the South Australian Department of TAFE.

The Conference included an address by the Director General of TAFE, the chairman of the PEP State Steering Committee, the Assistant Secretary of the Commonwealth Dept of Education, the Dean of the Faculty of Education of the South Australian College of Advanced Education and the Blackburn Advisors to the Victorian Department of Education.

The Conference was to provide an opportunity for lecturers involved in individual courses in specific colleges to review progress and establish directions.

TD/SA 11.25

LeDuff G

A National Study of the content of general education in relation to occupational training and retraining in Australia: With particular reference to South Australia. South Australia. Adelaide: Dept of Technical and Further Education, 1985. 191p.

Format: Interlibrary loan

Availability: SA TAFE Clearinghouse

Descriptors: Education work relationship; General education; Job training; Retraining; Vocational education

Identifiers: South Australia

Abstract: The relationship between general and vocational education in Australia can be viewed as a continuum, with 'pure' sequence and occupation specific training at the other. The middle section is a maze of courses with differing combinations of general and vocational skills and knowledge. This paper briefly outlines the content of general education within vocational educational programmes in South Australia especially.

TD/SA 11.26

Haywood J

National Core Fitting and Machining: Fitting (Core); Metal joining S.A. syllabus (proposed). South Australia. Whyalla: College of Advanced Education. Centre for Studies in Adult and Further Education. 1984. various p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Core curriculum; Course descriptions; Fitting and Machining; Metal trades; Resource materials; Trade courses

Abstract: This resource kit is designed to assist in the teaching of the Metal Joining segment of the South Australian Common Core for the trade certificate course in Fitting and Machining.

The need to develop a national core syllabus arose from a request by the Conference of Directors of Technical and Further Education (TAFE) in November 1978. The TAFE Directors requested that the National Working Party Metal Trades initiate development of a national core syllabus for an apprentice course in one major area of the metal trades.

The National Working Party recommended a National Core syllabus be developed for the Fitting and Machining trade because it was an established apprenticeship in the metal trades common to all states. The working party produced a short form syllabus covering all areas of basic Trade Training. This was ratified by the State Directors of TAFE in 1982. The South Australian short form syllabus was completed in 1984.

This comprehensive resource kit has been produced to assist both teacher and student. It covers all related resource material for each learning session allowing the teacher access to lesson notes. student handout material. overhead transparencies. reference material and a guide for student demonstrations and 'hands on' experiences.

A variety of knowledge test questions have been included and a selection of these should be given at the end of the module of work to assess if the student has attained a satisfactory understanding of the topic.

TD/SA 11.27

Mitchell R

A submission to the committee of review of the adult migrant education program: Counselling in the AMEP. South Australia. Adelaide: Adult Migrant Education Service. 1985. 16p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Career guidance; Counselling; Learning processes; Migrant adult education

Identifiers: Adult Migrant Education Program

Abstract: Counselling in the adult migrant education program can be seen as an integral part of the way the teaching/learning process is approached. In addition, through the provision of a counselling service, a counsellor can offer support for learners and teachers in a variety of ways and provide input into program management and professional development.

TD/TAS 11.1

Wilkinson E

Evaluation of the 1984 Tasmanian Participation and Equity Program: TAFE component. Tasmania. Hobart: Div of Technical and Further Education. 1985. 64p.

Format: Interlibrary loan

Availability: TAS TAFE Clearinghouse

Descriptors: Compensatory education; Opinion papers; Program evaluation; Surveys; TAFE; Vocational education

Identifiers: Participation and Equity Program; Tasmania

Abstract: The evaluation of the 1984 TAFE Participation and Equity Program was broad based in nature. Its purposes were related to accountability to the Commonwealth Government. development and future planning for 1985 and 1986 and to recommendations for more specific evaluations.

One of these was to investigate the patterns of post course experiences of PEP students. This was carried out in June 1985. surveying ex students by telephone and mail. Attached to the end of the major evaluation is an interim report describing the history of employment since students have left their courses.

The findings from both evaluations indicate that PEP courses are having a positive impact on students. helping them in many ways to gain course related employment.

TD/TAS 11.2

Rowley G E

Diagnostic Radiography. Course structure leading to the award of University Diploma in Diagnostic Radiography. Tasmania. Hobart: Div of Technical and Further Education. 1985. 264p.

Format: Interlibrary loan

Availability: TAS TAFE Clearinghouse

Descriptors: Clinical experience; Course descriptions; Health education; Radiographers; Technological change

Abstract: This course was designed to upgrade the previous course of Associate Diploma offered by the Hobart Technical College to meet new standards of UG2 (Diploma) level required by the Australian Institute of Radiography, and to keep pace with technological change.

The new three year course, offered jointly by the University of Tasmania and Hobart Technical College from 1986 consists of blocks of academic and practical units studied at college, and blocks of clinical practice at any of five accredited establishments.

The course structure book includes full descriptions of all academic units, copies of workbooks for practical subjects, copies of student record sheets for clinical experience, and hospital evaluation and practical ability assessment forms. A separate log book is also available on request.

TD/TAS 11.3

Chequer G

Push bike maintenance for special education students and sheltered workshop employees. A designated grant review 1984. Tasmania, Hobart: Div of Technical and Further Education. 1985. 7 leaves, (47) plus appendices.

Format: Interlibrary loan

Availability: TAS TAFE Clearinghouse

Descriptors: Bicycling; Mechanical skills; Social integration; Special programs; Transition programs

Abstract: Push bike maintenance was a State funded special education class at Hobart Technical College in 1984, designed to be taught in thirty three-house sessions. It was an elective subject in a full-time transition programme for intellectually handicapped students. Some sheltered workshop employees also attended.

The curriculum was modified from the 'Bike Ed' I.S.E. programme of State College, Hawthorn, 1980. Evaluation was limited to a student report emphasising social development, so skill acquisition was not formally assessed.

The review includes curriculum outlines, details of material acquisition and appendices of student assessment form student worksheets and a copy of the 'Bike Ed' course material.

TD/TAS 11.4

Tasmania Div of Technical and Further Education

Small Business Management. Tasmania, Hobart: Div of Technical and Further Education. 1985. 37p. (Syllabus 8-291).

Format: Interlibrary loan

Availability: TAS TAFE Clearinghouse

Descriptors: Business education; Course descriptions; Legal responsibility; Management development

Abstract: This course has been developed to equip small business owners with essential management skills necessary for survival and success. It includes detailed study of management, maintaining cash records, marketing and selling, and small business computing, law and taxation.

Each subject is designed for seven 2½ hour sessions, or alternatively a two day seminar or a one day seminar with individual follow-up. The course is non-academic, with no formal or informal assessment and no award.

The syllabus includes objectives for each section, lists of topics, and resources and activities to be used. Prescribed texts are listed and other references given.

TD/TNC 11.1

McBeath C

Choosing national resources for different learning modes in TAFE. Australia, Adelaide: TAFE National Centre for Research and Development, 1985. 64p.
ISBN 0863970656.

Descriptors: Co-operative programs; Curriculum materials; Learning processes; Material development; Methods; National programs; Resources; TAFE

Abstract: A large number of national co-operative curriculum projects are currently underway, operated by task forces under the management of the Curriculum Projects Steering Group, a Standing Committee of the Australian Conference of TAFE Directors.

Some of these project teams have co-operatively developed and/or shared learning materials using their own resources and initiatives without national guidelines or formal machinery. This report suggests such guidelines and a procedure whereby these objectives might be achieved.

Although written with these task forces in mind, much of the detail used to develop the suggested model applies equally well to any curriculum situation, and has a wider application for TAFE materials development generally.

TD/TNC 11.2

Parkinson K

Australian journal of TAFE research and development. Australia, Adelaide: TAFE

National Centre for Research and Development. 1985. 111p. (Vol. 1. No. 1. 1985.)
ISSN 0816-2018.

Format: Hard Copy

Availability: Thomas Nelson. PO Box 4725. Melbourne VIC 3001

Price: 7.00 (Hard Copy)

Descriptors: Curriculum development; Electronic classrooms; National curriculum; Participation and Equity Program; Research; Simulation; TAFE

Identifiers: Anastassiou M; Anderson T; Butterworth P; Davis D; Fricker L; Hall W; Jones N; Kennedy K; Kirby Report (1985); Linke R; Mageean P; McBeath C; Noonan P; Parkinson K; Rustomji L; Sandery C; Sweet R

Abstract: This new journal, which is to be published twice a year, aims to provide articles based on TAFE research and development activities. It concentrates on summaries of current or recently completed research, and reviews of research in areas of topical interest. In addition, there are occasional papers, abstracts, book reviews, details of coming events, reports of workshops and letters to the editor. The journal is aimed at serving the interest of TAFE teachers, researchers and administrators and has an emphasis on research useful to them in their work.

The first issue covers topics like electronic media in learning simulators, curriculum implementation, the Kirby Report, national curriculum development and PEP.

TD/TNC 11.3

Thompson J
Individualized systems of instruction in TAFE colleges. Australia. Adelaide: TAFE National Centre for Research and Development. 1985. 61p.
ISBN 0863970737.

Descriptors: Curriculum development; Independent study; Individualised education programs; Individual teaching; Pacing; Principals; TAFE colleges; TAFE teachers; Teaching systems

Abstract: Individualised systems of instruction are growing in importance in TAFE colleges. This report is designed to assist curriculum developers, division heads, heads of schools, head teachers and TAFE instructors in deciding if and when it is appropriate to introduce individualised systems of instruction.

The report consists of a review of research on individualised instruction, in particular the components responsible for its effectiveness, and an examination of some individualised courses that have been implemented in TAFE. The variables that are relevant in the choice and development of individualised systems of instruction, in TAFE are discussed. The report is a useful aid to those interested in the development of individualised instruction in TAFE.

TD/TNC 11.4

Hall W; Hayton G; Sandery C; Davis R
Information technology training within traineeships: Options for TAFE-based courses. Australia. Adelaide: TAFE National Centre for Research and Development. 1985. 117p. (Report commissioned by the Commonwealth Department of Education.)
ISBN 0863970494.

Descriptors: Cost effectiveness; Curriculum; Employment potential; Individual development; Information science; Job skills; Student centred curriculum; TAFE; Training methods

Identifiers Information technology; traineeships

Abstract: This report was commissioned to propose ways in which TAFE based courses could include information technology training in traineeships. The report suggests that information technology curriculum content should be divided into score skills and knowledge required for personal development and future employment, practical skills in common use over a wide range of occupations and specific skills required for a particular industry or occupation. Curriculum content in each of these areas is suggested and a student centred practical approach to information technology is advocated. Thirteen recommendations and associated cost estimates are also made.

TD/TNC 11.5

Gould L
Computer based training—An introduction for managers. Australian Capital Territory. Canberra: National Training Council. 1985. 12p.
ISBN 0642096821.

Format: Hard Copy; Interlibrary loan

Availability: Hard Copy (National Training Council. PO Box 399. Canberra ACT 2601); Interlibrary loan (National TAFE Clearinghouse)

Price: On application

Descriptors: Administration; Administrator responsibility; Bibliographies; Computer assisted teaching; Computer managed teaching; Computer science; Management systems

Identifiers: IDACH

Abstract: The study examines the application of computer technology to the design, delivery and management of training in Australia. The scope of the study is to analyse and

describe the features and benefits of CBT systems, to assess the current applications of CBT, to identify a range of jobs it is applied to and to assess the level of success achieved. It provides a literature search of overseas experience with CBT and a glossary of terms. It also provides an outline plan for the future development of CBT systems in Australia.

TD/TNC 11.6

Sonenberg E A
Computer based training—A literature review. Australian Capital Territory, Canberra: National Training Council, 1985. 23p.
ISBN 064209683.

Format: Hard Copy; Interlibrary loan

Availability: Hard Copy (National Training Council, PO Box 399, Canberra ACT 2601); Interlibrary loan (National TAFE Clearinghouse)

Price: On application

Descriptors: Bibliographies; Citations (references); Computer assisted teaching; Computer managed teaching; Computer science; Selective dissemination of information

Identifiers: IDACH

Abstract: The study examines the application of computer technology to the design, delivery and management of training in Australia. The scope of the study is to analyse and describe the features and benefits of CBT systems, to assess the current applications of CBT, to identify a range of jobs it is applied to and to assess the level of success achieved. It provides a literature search of overseas experience with CBT and a glossary of terms. It also provides an outline plan for the future development of CBT systems in Australia.

TD/TNC 11.7

Stubbs N M
Computer based training—The jargon—A glossary of terms. Australian Capital Territory, Canberra: National Training Council, 1985. 28p.
ISBN 0642096848.

Format: Hard Copy; Interlibrary loan

Availability: Hard Copy (National Training Council, PO Box 399, Canberra ACT 2601); Interlibrary loan (National TAFE Clearinghouse)

Price: On application

Descriptors: Bibliographies; Computer assisted teaching; Computer managed teaching; Computer science; Glossaries; Thesauri; Vocabulary

Identifiers: IDACH

Abstract: This study examines the application of computer technology to the design, delivery and management of training in Australia. The scope of the study is to analyse and describe the features and benefits of CBT systems, to assess the current applications of CBT, to identify a range of jobs it is applied to and to assess the level of success achieved. It provides a literature search of overseas experience with CBT and a glossary of terms.

TD/TNC 11.8

Ausburn L S; Ausburn F B
The delivery of TAFE distance education in Australia. Australia, Adelaide: TAFE National Centre for Research and Development, 1986. 191p.
ISBN 0863970893.

Format: Hard Copy; M-fiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); M-fiche (National TAFE Clearinghouse)

Price: On application (Hard Copy); Free (M-fiche)

Descriptors: Communications; Delivery systems; Distance education; Educational media; Literature reviews; Media selection; TAFE

Abstract: This report analyses the media currently available for the delivery of instruction in the distance mode and their applicability to TAFE in Australia. It contains a review of literature relevant to the use of technology and media in distance education, an analysis of current usage of various media of instruction for distance education in TAFE and some recommendations for development of media and technology systems for TAFE distance education.

TD/TNC 11.9

Macquarie University, Centre for Research in Education and Work
Education and labour force trends: A TAFE data base, 1985. Australia, Adelaide: TAFE National Centre for Research and Development, 1985. 125p.
ISSN 0817-0029.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: On application

Descriptors: Aprenticeships; Demography; Educational trends; Employment; Industrial education; Labour force; Labour market; Statistical data; TAFE; Trend analysis; Unemployment

Identifiers: Davis D; Fleming J; Peris P; Sweet R

Abstract: This is a new annual serial which will take raw data on the labour market and on educational and demographic trends and convert it to useful information for those major sections covering labour market trends and case studies. The labour market trends section includes age and sex trend data on employment and unemployment disaggregated to the State level. State level trends in employment by industry and by occupation, and school participation rates. The case studies section presents aspects of the labour market, education and training based upon statistical series and data sources which appear irregularly or infrequently. The 1985 issue contains a study of industry trends in post school qualifications, and apprenticeship trends in each State.

TD/TNC 11.10

Hayton G
Computer-based educational software and courseware in TAFE: Discussion paper. Australia. Adelaide: TAFE National Centre for Research and Development, unpublished, see also TD 1184 (Initiatives 9).

Descriptors: Computer programs; Educational technology; Material development; TAFE

Abstract: This discussion paper is concerned with the TAFE National Centre's project on Computer-based Educational Software and Courseware. It presents proposals for implementation of recommendations from a national conference of TAFE educational computing delegates, held in Hobart in September, 1984.

The proposals include: (1) a register of TAFE software; (2) guidelines for evaluation of educational software; (3) a national newsletter; and (4) software standards.

TD/TNC 11.11

Hayton G
Information technology centres: An overseas initiative applicable in Australia. Australia. Adelaide: TAFE National Centre for Research and Development, 1986. 61p.

Format: Hard Copy; M-fiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); M-fiche (National TAFE Clearinghouse)

Price: on application (Hard Copy); Free (M-fiche)

Descriptors: Educationally disadvantaged; Educational technology; Information centres; Youth

Identifiers: Information Technology Centres; United Kingdom

Abstract: An overview of information technology training initiatives for educationally disadvantaged youths in the U.K. is presented. Details of the Information Technology Centres (ITeCs) in the U.K. are given, with descriptions of six Centres visited by the author. The curricula for the three training programmes in: (1) computing and software; (2) hardware and electronics; and (3) the electronic office, are outlined in the section on the U.K. ITeCs. The information technology core curricula for the Youth Training Scheme and the Certificate of Pre-Vocational Education are given as appendices. In the final chapter there is a discussion of some general issues involved in the application of the U.K. ITeC model to Australia.

TD/TNC 11.12

Adult Literacy Materials Development Project
Adult literacy materials. Australia. Adelaide: TAFE National Centre for Research and Development, 1985. Various pp.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: on application

Descriptors: Adult literacy; Curriculum materials; Materials development; Reading materials

Identifiers: Brucciani J; Clark R; Clift D; Grunsell F; Heubel C; Lillyman L; Roberts B; Warren P; Wright L

Abstract: This is a series of readers for adult literacy students, which were written by the students themselves and edited by the Project Team. The project was initiated by the Curriculum Projects Steering Group and has been undertaken in conjunction with the TAFE National Centre.

Titles available to date include: (1) Disposing of gran. ISBN 0863973604; (2) Automotive repair shop. ISBN 0863970176; (3) What a landing. ISBN 0863970096; (4) Footsteps in the night. ISBN 0863972721; (5) How I met my boyfried. ISBN 0863970257; (6) Greenhouse. ISBN 0863970338.

TD/TNC 11.13

Beasley B; Beasley C
Looking back: A review of the TAFE transition education program. Australia. Adelaide: TAFE National Centre for Research and Development, 1985. 187p.
ISBN 0863970818.

Format: Hard Copy; M-fiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); M-fiche (National TAFE Clearinghouse)

Price: on application (Hard Copy); Free (M-fiche)

Descriptors: Curriculum design; Educational trends; Employment opportunities; TAFE; Transition education

Identifiers: Participation and Equity Program

Abstract: This review examines a variety of materials related to TAFE transition courses, excluding link courses. It seeks to provide a macro-, issue based study, focusing on curriculum issues which have relevance for the development of PEP. The review is descriptive and, to some extent, prescriptive. It should be of use in the further development of PEP. This project was commissioned by the Commonwealth Dept of Education.

TD/TNC 11.14

Hall W
The TAFE National Centre for Research and Development. Australia, Adelaide: TAFE National Centre for Research and Development, 1985. 19p.
ISBN 0863970419.

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Descriptors: TAFE

Identifiers: TAFE National Centre for Research and Development

Abstract: This paper describes the Centre, its history, its administration and its major activities. Further information about the Centre in the form of brochures, wall charts and publication booklets is also available freely from the Centre.

TD/TNC 11.15

Bright S
Computer developments in transition education, project report. New Zealand: Dept of Education, 1985. various p.

Format: Interlibrary loan

Availability: National TAFE Clearinghouse

Descriptors: Computer oriented programs; Learning problems; Numeracy; Reading skills; Transition education; Writing skills

Identifiers: New Zealand

Abstract: This is an overview of reading, writing and numbers skills in a variety of courses at four technical institutes in New Zealand and of special provisions for students with particular difficulties.

TD/VIC 11.1

Quantum Market Research
The reaction of library patrons to the computer catalogue system in the Preston College of TAFE: Survey report, September 1985. Victoria, Preston: Preston College of TAFE, 1985. 103p.
ISBN 0958954402.

Format: Hard Copy; M-fiche; Interlibrary Loan

Availability: Hard Copy (Cheque to: Preston College of TAFE, St Georges Road, Preston VIC 3072); M-fiche; Interlibrary loan (VIC TAFE Clearinghouse)

Price: 25.00 (Hard Copy); Free (M-fiche)

Descriptors: Library catalogues; Library surveys; Online systems; Questionnaires; Statistical data; TAFE students; TAFE teachers; Use studies

Identifiers: Hall,G; URICA (Universal Real-time Information Cataloguing and Acquisition)

Abstract: A report of a survey to evaluate user reaction to the on-line catalogue at Preston College of TAFE. The Library has AWA's URICA system. The report identifies the objectives and specific issues addressed in the study and includes a summary of findings as well as the tabulated results and commentary.

TD/VIC 11.2

Garton J
Survey of students enrolled in English as a Second Language programs, TAFE Victoria. Victoria, Melbourne: TAFE Board, 1985. 36p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: English (second language); Migrant adult education; Questionnaires; Student attitudes; Student characteristics; Surveys; TAFE students

Identifiers: TAFE Advanced English Program

Abstract: The report analyses the results of a survey of 1010 adult students enrolled in English as a Second Language programs in 18 Victorian TAFE colleges and centres in May, 1985. A self completion questionnaire was used to establish a profile not available through routine statistical collection, in the areas of educational and occupational backgrounds and need for child care, information services, and educational counselling. The main findings were that the students sampled were predominantly from the Chinese, Vietnamese, Italian, Spanish, Polish and Arabic language groups, with a high percentage of women (60%), and with above average educational qualifications. A dramatic decline in occupational sta-

tus was characteristic of the group as a whole. A major factor for these students was to find courses relevant to their needs, as revealed in a high rate of demand for counselling about further study and careers.

TD/VIC 11.3

Luscombe R
Result of an earthmoving industry survey conducted in the Melbourne metropolitan area and Geelong region October 1983. Victoria, Melbourne: Victorian Building and Construction Industry Training Council, 1983, 53p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Building trades; Construction industry; Employer attitudes; Labour needs; Needs assessment; Occupational surveys

Abstract: The survey instrument was designed by the National Building and Construction Industry Training Council (NBCITC) for use in assessing local training needs for the plant operator group of the Building and Construction Industry Non-Trades Occupations. Commissioned by the Victorian BCITC to enable that body to provide appropriate industry advice to the Victorian Ministry of Employment and Training in its consideration of a request to fund an extension to the Braybrook Training Centre. The survey sought information about the following: (1) industry's structure and organization; (2) skills shortages; (3) attitude of local employers to training options; (4) level of industry support for a training project to train plant operators to an industry standard. Similar investigations in other states assisted by the NBCITC have resulted in an Industry Standard Training Program which is in operation in New South Wales and Western Australia and shortly to be introduced in Queensland.

TD/VIC 11.4

Maxwell B; Wilson B; Wyn J
Evaluation of TAFE transition programs for disabled youth: final report. Victoria, Melbourne: Education Dept. Participation and Equity Program Committee, 1983, 63p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Case studies; Disabilities; Equal education; Program descriptions; Program evaluation; Transition programs

Abstract: The purpose of this evaluation was to draw together the experiences of the projects and identify the major areas of concern and development. It was also hoped that this evaluation would be directly useful to staff in the programs themselves, and to the TAFE colleges. Twelve TAFE colleges hosted programs for physically and intellectually disabled youth, four of which were selected as case studies: (1) Crescent Program, Box Hill College of TAFE; (2) Independent Living Skills, for the Mildly Intellectually Handicapped, Dandenong College of TAFE; (3) '1056' Program (formerly Office Skills for the Handicapped), Holmesglen College of TAFE; (4) Basic Office Skills Program for Disabled Students, Prahran College of TAFE, the details of which are included in this report. A workshop for staff from all the programs was the final activity in the evaluation. The evaluation team recognises that each situation is different and therefore provides an outline of characteristics that should be part of the model for an 'ideal program' rather than particular proposals or recommendations.

TD/VIC 11.5

McDonald M
The TAFE transition program in Victoria. Victoria, Melbourne: Education Dept. Participation and Equity Program Committee, 1985, 39p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Curriculum development; Disabilities; Educationally disadvantaged; Opinion papers; Participant characteristics; Program effectiveness; Program evaluation; TAFE students; Transition programs

Identifiers: TAFE Special Group Program

Abstract: In 1983 TAFE introduced Special Group Programs which focussed on target groups of disadvantaged young people, migrants, women, intellectually and physically handicapped, Aboriginals and the geographically isolated. This paper comments on: (1) factors influencing curriculum development; (2) characteristics of the TAFE Transition curriculum; (3) participants; (4) Transition's influence on mainstream TAFE curriculum.

The appendix details some approaches and directions in targetting the disadvantaged youth.

TD/VIC 11.6

Pannell S
An evaluation of TAFE Special Group Programs for migrants. Victoria, Melbourne: Education Dept. Participation and Equity Program Committee, 1983, 24p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Migrant youth; Program descriptions; Program evaluation; Transition programs; Youth programs

Identifiers: TAFE Special Group Program

Abstract: The report describes the programs, gives a general overview of content and target groups, characteristics of participants and a summary.

The evaluation was conducted by: (1) structured methodology interviews with co-ordinators and staff of each program; (2) informal discussion with staff; (3) group interviews with participants to assess their reactions to the programs; (4) direct observation of the programs; (5) informal participation in some aspects of the programs; (6) examination of all literature relating to the Special Group Migrants programs, e.g. guidelines, submissions, etc.

TD/VIC 11.7

Smith T

Report on the Mildura Aboriginal Transition Programme, the Shepparton Aboriginal Transition Programme, the Fitzroy Aboriginal Transition Programme. Victoria, Melbourne: Education Dept. Participation and Equity Program Committee. 1984. 26p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Aboriginal youth; Course descriptions; Educationally disadvantaged; Program evaluation; Transition programs

Abstract: The processes for this evaluation were determined by the relevant local communities on the basis of a 'self review of the transition programme'. A workshop was held in each locality to assess each transition program.

The workshops involved small group discussion on the following themes: (1) why a transition programme; (2) community involvement; (3) positive outcomes for the individual and for the Aboriginal community; (4) negative aspects; (5) future directions and recommendations.

Information from the workshops was collated into this report and represents the views of the co-ordinators and staff, the students and the local Aboriginal community.

TD/VIC 11.8

Denning B

Evaluation of link programs. Victoria, Melbourne: Education Dept. Participation and Equity Program Committee. 1985. 31p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: College school co-operation; Co-ordinators; Link courses; Prevocational education; Program evaluation; Questionnaires; Student attitudes; Teacher role

Identifiers: MacDonald M; Victorian Transition Education Advisory Committee

Abstract: This evaluation of Link courses which was funded by TAFE transition and Transition Education Advisory Committee (Joint Initiatives) was begun by Margaret McDonald, Evaluation Co-ordinator, then contracted to Bill Denning who carried out the bulk of the field work and subsequent analysis and compiled this report. The initial activities included: (1) preliminary literature review; (2) analysis of concept proposals and submissions from colleges; (3) organisation of visits to five colleges running Link courses. Statistical and other information was sought through a questionnaire sent to all participating colleges.

TD/VIC 11.9

Footscray College of Technical and Further Education

Fluid power occupational analysis. Victoria, Footscray. 1985. 37, (58)p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Employer attitudes; Fluid mechanics; Occupational analysis; Occupational surveys; Task analysis; Trade courses; Technicians

Identifiers: Croser P; Fluid Power; Hughes R; Victoria TAFE Board; West R

Abstract: The aims of the project was to: (1) identify the duties and tasks associated with Fluid Power; (2) identify knowledge, skills and attitudes required of the apprentice, technician and C.O.T. levels; (3) conduct a seminar with industry personnel; (4) develop a survey based on information derived from the seminar; (5) analyse the survey findings and prepare a report which would form the basis of the curriculum in Fluid Power at the three levels of study. This report documents the projects and its findings and concludes that the syllabus writing can commence. Task analysis documents are not included in the report but are available for perusal from the college.

TD/VIC 11.10

Holmesglen College of TAFE
Keyboard skills for computer terminal operators: syllabus and guidance notes. Victoria. Chadstone. 1983. 89p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course descriptions; Data processing; Human factors engineering; Job skills; Occupational safety and health; Pilot projects; Teaching guides; Typewriting

Identifiers: Data processing education; Ergonomics; video display terminals; Rawling R

Abstract: Describes the development and piloting of a training program to provide students with keyboard skills appropriate for use on keyboard/terminals or other data entry or processing equipment. The report includes: (1) course of study outline; (2) syllabus; (3) ergonomics for the computer user; (4) assignments; (5) assessment. Appendices include: (1) ACTU-VTHC Occupational Health and Safety Unit. "Guidelines for working with screen based equipment". *Health and Safety Bulletin* 12. 1982; (2) Richard Rawling. Ergonomics: Human/Machine Interface; (3) computer program for assignment.

TD/VIC 11.11

Eves P J
The role of TAFE in the rehabilitation process of disabled persons returning to the workforce. Victoria. Richmond: Richmond College of TAFE. 1985. 130p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Disabilities; Educational research; Literature reviews; Needs assessment; Questionnaires; Research methodology; TAFE; Vocational rehabilitation

Abstract: The major purpose of this study was to determine the role of TAFE in the rehabilitation process of disabled persons. The data was obtained through questionnaire and interview techniques. The sample consisted of rehabilitation professionals, rehabilitation clients and post-rehabilitation clients. Conclusions included the following: (1) the vocational rehabilitation needs of many disabled persons returning to the workforce and not being adequately met by the rehabilitation centres; (2) the reciprocity between TAFE and the rehabilitation process is within the broad section of the rehabilitation model, vocational preparation and work skills training; (3) for any vocational program established, there must be a strong commitment to co-operation and co-ordination of resources and expertise between TAFE and the rehabilitation system. Recommendations included the following: (1) the establishment of effective relationships within the rehabilitation system; (2) that a preparatory program be established to introduce students to TAFE vocational programs, and to include work preparation skills (e.g. study, job seeking, and social skills); (3) that all students be assessed on entry to determine their need for pre-vocational skills training; (4) the establishment of a program of intensive inservice training of TAFE teachers.

TD/VIC 11.12

Browne P; Harsel Y
A study of student attrition at Holmesglen College of TAFE. Victoria. Chadstone: Holmesglen College of TAFE. 1985. (219) 249p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Academic persistence; Data analysis; Dropout rate; Dropout research; Followup studies; School holding power; Student attrition; Tables (Data); TAFE students; Withdrawal (education)

Abstract: The aim of the study was to determine the attrition levels at the college, identify causes of attrition and the develop recommendations to minimise attrition.

College staff, students who completed courses and students who withdrew from courses were surveyed. The research showed that fundamental influences on attrition included student-institution interaction, inadequate study skills and lack of student support and counselling. Underlying the recommendations of the report was the need to change some college procedures and implement others.

The report recommends: (1) continued research and statistical analysis of attrition levels; (2) the introduction of exit procedures; (3) development of positive on-going strategies to minimise attrition and reduce its impact on the college, such as greater publicity of the Student Services unit, teacher training in counselling, and the extension of the orientation program, to encompass greater explanation of college life, courses and requirements.

TD/VIC 11.13

Storey G; Le Vin R; Cook R
Life skills and TAFE programs in Victoria. Victoria. Melbourne: TAFE Board. 1985. (51) 82p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Communication skills; Course content; Curriculum development; Curriculum guides; Daily living skills; Individual development; Job skills; Prevocational education; Self evaluation (Individuals); Vocational education

Identifiers: Sharlow, S

Abstract: The primary aim of this project was to report to the TAFE Board, Victoria on the implementation of life skills material into mainstream vocational education at Royal Melbourne Institute of Technology, with parallel emphasis on implementation models for statewide courses. The report is divided into three parts: Part A: Attempts to define the notion of life skills that developed from the work of Dr Stewart Sharlow's *TAFE and basic life skills*, TAFE Services, Victoria, 1982 and the *Audit of TAFE middle level and technician humanities subjects*, TAFE Services, Victoria, 1982. As a result of these publications a conference "Life Skills and the TAFE Practitioner was held in October, 1983 at Preston College of TAFE in Victoria with the aim of seeking a definition of the term life skill with regard to curriculum developments and classroom teaching. This report draws on these events and a number of programs developed or piloted in Victoria that are relevant to the issue. The report focuses on: (1) Work and Engineering Programme (RMIT, 1984); (2) Diploma of Architectural Technology (RMIT); (3) Certificate of Law Enforcement Studies (RMIT); (4) Office and Secretarial Studies Certificate; (5) Life Skills at the Gordon College of TAFE; (6) Life Skills in the V.O.P. at Box Hill College of TAFE. Part B: Focuses on the experience of these activities towards curriculum and implementation needs, and evaluation and staff development requirements particular to these programs. Part C: Presents conclusions and recommendations.

TD/VIC 11.14

Coates S; Sutherland M
Literacy for tomorrow. Victoria, Chadstone: Holmesglen College of TAFE, 1984, 178p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Adult basic education; Adult literacy; Background; Educational research; Followup studies; Interviews; Literacy programs; Migrant adult education; Student characteristics; TAFE students

Identifiers: Victorian Adult Literacy Committee

Abstract: This report details the findings of research into aspects of Adult Literacy provisions at Holmesglen College of TAFE. The research studied the relationship between the literacy program and the students' further study aims. Student records were used in conjunction with telephone and face-to-face interviews, to ascertain students' initial aims and subsequent achievements.

TD/VIC 11.15

Keating B M
Getting started at Preston. Victoria, Preston: Preston College of TAFE, 1985, 40p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access to education; Admission criteria; Bridging courses; College admission; Educational opportunities; Reentry students; Student attitudes; Tables (Data); Youth

Abstract: The survey process involved: (1) administration of a short telephone questionnaire to obtain quantative data from a representative sample of 1983 Post-Year 11 leavers; (2) group discussions with a selected sub-sample. Results show that the school leavers were in general, ill-equipped to make an informed decision regarding their educational and vocational future. They lacked realistic knowledge and appreciation of the options available to them and the long term consequences of their decisions. A significant proportion of school leavers failed to find employment and suffered the concomitant loss of self esteem, sense of powerlessness and marginality. There existed a further group for whom work offered little or no satisfaction, scope for development or prospect of a better future. It is argued tht the failure of the education system to cater to the transitional needs of young school leavers constitutes a too costly waste of potential which has serious and enduring personal and social implications.

TD/VIC 11.16

Lowery G
Finding a direction evaluation report. Victoria, Melbourne: Box Hill College of Technical and Further Education, 1985, 34p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Females; Followup studies; Individual development; Program evaluation; Questionnaires; TAFE; Womens education

Abstract: The report is based on a survey of women who had participated in a Women's Access course 'Finding a Direction' between 1980 and 1984. The course, targetted at women who have been isolated in the home, is flexibly designed to meet the needs of the participants in the area of personal development, particularly with respect to confidence building, and aims to make learning a fresh and exciting experience. 65 per cent of the respondents indicated that prior to enrolling in the course they had suffered deep feelings of lack of purpose and eroded self-esteem due to their prolonged restriction to the narrow sphere of the home. The results revealed however, that the majority of women quickly developed their potential through the course, and to a large extent, the majority were able to sustain these improvements, five years later.

TD/VIC 11.17

Hurworth R

Improving student learning in post secondary education. Victoria, Melbourne: Royal Melbourne Institute of Technology, 1985, 93p.

Format: Hard Copy

Availability: Administrative Officer Education Unit Royal Melbourne Institute of Technology, GPO Box 2476V Melbourne VIC 3001

Price: 8.00 (Hard Copy) (Cheque payable to R.M.I.T.)

Descriptors: Annotated bibliographies; Cognitive development; Concept formation; Development stages; Learning theories; Study skills; Teaching process

Abstract: An annotated bibliography which loosely follows the historical development of recent interest and research into student learning. The bibliography is divided into five parts: (a) learning theory; (b) development theory; (c) techniques for improving student learning; (d) institutional and teaching strategies for improving student learning; (e) some current research.

TD/VIC 11.18

Carmelli M; Richards G

Bricklaying apprenticeship training needs in Victoria. Victoria, Melbourne: Slade Consulting Group Pty Ltd, 1984, 173p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Administrator attitudes; Apprenticeships; Bricklaying; Employer attitudes; Interviews; Labour needs; Needs assessment; Occupational surveys; Questionnaires; Training allowances

Identifiers: Victorian Building and Construction Industry Training Council Ltd

Abstract: This project was funded by a grant from the Victorian Ministry of Employment and Training and was undertaken with the co-operation of the Victorian Building and Construction Industry Training Council Ltd.

The project was initiated by the Victorian Operative Bricklayers Society and the Victorian Brick Manufacturers Association. These organisations expressed concern over the reduction in the number of bricklaying apprentices in training. As this trend may result in shortages of tradesmen for future years, this study was commissioned to ascertain what factors affect the number of students entering into and completing bricklaying apprenticeships.

The recommendations made to remedy the present situation were derived from existing statistical data and publications and information gathered at interviews conducted with people involved with the building industry.

TD/VIC 11.19

Tobrady K D

Planning in the School of Mechanical Technology, TAFE sector, RMIT. Victoria, Melbourne: University of Melbourne, 1985, 188p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Academic staff development; Educational planning; Literature reviews; Management development; Masters theses; Organisational change; Participative decision making; Research reports; Strategic planning; TAFE colleges

Identifiers: Corporate planning

Abstract: The researcher examined the relationship between planning in the School of Mechanical Technology, RMIT, and a normative planning model, and determined thereby the actions which the School should take to develop further its planning process.

A description of the school's evolving planning process was achieved by conducting a series of interviews with key people involved in that process, and by accessing information from the school's documents. Axioms for effective planning provided a basis upon which to analyse the school's planning process, to delineate its planning characteristics and the normative planing model. The researcher concluded that the school's operational planning was distinguished with significant features of the normative planning model and, as a consequence, the school was well positioned to proceed with strategic planning.

TD/VIC 11.20

Richetti A

Participants in the Victorian TAFE transition program: October 1983 census and November program workers survey. Victoria, Melbourne: Education Dept. Participation and Equity Program Committee, 1985. 22p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Parent background; Participant characteristics; Participant satisfaction; Program attitudes; Statistical surveys; Teacher attitudes; Transition education

Identifiers: Hardy B; Weller S

Abstract: This report is based on information collected by Brian Hardy and Sally Weller. Two surveys were conducted at the end of 1983 as part of TAFE's ongoing monitoring of transition programs. These surveys highlight the main characteristics and background of participants in TAFE Transition Programs as well as providing details of program operation. The first survey as conducted in October and sought responses from participants, while the second survey aimed at program coordinators was carried out a month later in November. Similar studies were conducted in April 1983 and findings subsequently published and distributed to transition programs (Brian Hardy and Arturo Richetti, *Participants in the Victorian TAFE Transition Program, TEAC/TAFE, Victoria 1983).*

It is important to note that the questionnaires used in the later surveys were modified and enhanced making comparisons between surveys difficult. However an attempt has been made throughout this report to synthesise findings where applicable.

TD/VIC 11.21

Stewart J

TAFE language across the curriculum: a bibliography of resources in the LRC Preston College of TAFE. Victoria, Preston: Preston College of TAFE, 1985. 18p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (Language Across the Curriculum Project)

Descriptors: Bibliographies; Curriculum; Language development; Language skills; Learning theories; Reading teaching; Writing teaching

Identifiers: Language Across the Curriculum Project

Abstract: A bibliography of resources in the LRC, Preston College of TAFE which was prepared for the Language Across the Curriculum Project conducted at Preston in 1984.

It was designed to help college staff locate resources on language and learning issues. Four areas are covered—Learning Theory; Language and Learning; Language Skills; Subject-based Language.

TD/VIC 11.22

Bentley H

Evaluation of Participation and Equity Programs at the Richmond College of TAFE 1985. Victoria, Richmond: Richmond College of TAFE, 1985. 2v. (Vol 1. 116p.) (Vol 2. 235p.).

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Educationally disadvantaged; Program evaluation; Questionnaires; Student attitudes; TAFE colleges; Teacher attitudes; Transition education; Womens education

Identifiers: Participation and Equity Program

Abstract: This evaluation of the PEP courses for young women at Richmond College of TAFE was limited by time constraints to: (1) Course I (March 12 to July 26); promotion of, and the first six weeks of Course II which commenced on September 9, 1985. The evaluation consisted first of all of an identification of the aims of PEP as seen by the Australian government, then as summed up by the TAFE Council and finally as identified by the college in its submission for funding of the project. The general aims of PEP as set out by the government have been achieved for the most part, the contractual obligations of the college have been met either on the first or on the second course. The evaluator attributed the shortcomings of the courses to a number of factors: (1) external; (2) administrative problems inherent in pilot projects; (3) short-term funding; (4) lack of managerial and administrative skills on the part of the PEP staff. As a result of the enquiry, forty five constructive recommendations have been made by the evaluator.

TD/VIC 11.23

Victoria TAFE Board

Annual statistical collection students: 1984 Victoria. Victoria, Melbourne: TAFE Board, 1985. 212p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Adult education; Apprenticeships; Enrolment; Full time students; Part time students; Statistical data; Trade courses; TAFE students; Vocational education

Abstract: The 1984 statistics draw a clear distinction between those programs classified to the vocational and preparatory streams of TAFE (Streams 1-5; Division A) and programs classified to the Adult Education Stream (Stream 6; Division B). While both divisions collect data in respect of net students in TAFE at various levels of reporting, the range and detail of data collected is substantially greater for Division A than for Division B. Consistently for both divisions, however, the requisite statistic is a given level of reporting for a particular division, no student is counted more than once, even where that student records a number of valid and separate enrolments at that level (in that division) within the reference period. A statement is sought for each division separately of the net number of students who participated in TAFE during the reference period. Additional reports for individual providers are given on microfiche only.

TD/VIC 11.24

Greagg L; Stewart B
History of the Nunawading North Neighbourhood Centre. Victoria, Nunawading: Nunawading North Neighbourhood Centre, 1985. 10p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Community education; Community programs; English (second language); Local history; Recurrent education; Self help programs; TAFE; Year 12

Abstract: A brief history of the Centre and its origins. Initially devised to provide holiday programs for the local Catholic community. These later developed into events for children and adults from the whole community. Today the Centre uses a variety of venues to run programs as diverse as TAFE courses, Year 12 courses, child care, meals and take-home food, Community Employment Programs, and English for recent arrivals to Australia.

TD/VIC 11.25

Hawthorn Institute of Education. TAFE Educational Services Co-ordinators' Association
Victorian TAFE papers no. 3. Victoria, Melbourne: Hawthorn Institute of Education. TAFE Educational Services Co-ordinators' Association, 1985. 104p.

Format: Hard Copy

Availability: Hawthorn Institute of Education, 442 Auburn Road, Hawthorn VIC 3122

Price: 3.00 (Individuals); 10.00 (Institutions) (Cheque payable to Hawthorn Institute of Education)

Descriptors: Access to education; Adult education; Curriculum development; Engineering technicians; English (second language); Equal education; Organisational change; Participative decision making; TAFE; TAFE colleges; Working class students; Youth programs

Abstract: This issue features sixteen articles, a number of which focus on curriculum development and access to: Education Devolution of curriculum development: What's in it for you, R. Webber; Curriculum development, F. Wall; Curriculum and ESL, B. Mullock; The Development of Engineering certificates of technology, Adrian Haas; Working class students and the TAFE curriculum, R. Mealyea; Curriculum development and youth programs, D. Mack; TAFE and the Kirby report, L. Fricker; Adults and the Victorian Certificate of Education, M. McMaster; An adult pre HSC student survey, P. Goodwin; Access programs in TAFE, R. Knapp (report available from Victorian TAFE Clearinghouse TD 1366, Vic 10.23); Access to TAFE: Some issues and concerns, Damon Anderson; Equal opportunity in TAFE, S. Weller; MIDVOC, Anne Langworthy; Coping with change: The Organisational effectiveness project at the Bendigo College of TAFE, S. West; At last the Wimmera has its TAFE college, J. Hart; Collaborative problem-solving and decision-making, W. Flynn.

TD/VIC 11.26

Victoria TAFE Board
Annual report 1984-85. Victoria, Melbourne: TAFE Board, 1985. 46p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Annual reports; Post secondary education; State departments of education; TAFE; Vocational education

Abstract: The report outlines the function of the TAFE Board as defined in the Post-Secondary Education (Amendment) Act 23 June 1983. Brief statements on the roles of divisions and branches are provided. Chapter four

outlines TAFE in Victoria's responses to government initiatives, e.g. the Blackburn Report; Participation and Equity Program; Equal Opportunity. Other chapters include brief reports from: Regional TAFE Boards; legislation relating to TAFE; staffing; freedom of information; financial statements; TAFE Teaching Service Appeals Board; TAFE Discipline Appeals Board; TAFE Teaching Service Registration Board. The appendix lists the TAFE Register of Approved Courses.

TD/VIC 11.27

Rhodes G

Feasibility study Furniture Technician course. Victoria, Melbourne: Royal Melbourne Institute of Technology. Curriculum Development Group, 1984, 28p. plus Appendices.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Curriculum development; Furniture industry; National surveys; Occupational information; Occupational surveys; Questionnaires; Vocational education

Abstract: The report describes a two phase study conducted at RMIT by the Curriculum Development Group in conjunction with the School of Building and Construction Technology. Based on observation that changes in the design of furniture and manufacturing technology were moving the industry away from traditional manufacturing methods towards principles commonly employed in production engineering, the study sought to address two fundamental questions. Is there a role for an employee with a wider range of skills and knowledge than is presently employed in the industry? If so, what form of education is appropriate? The study involved: (1) literature review; (2) interviews with selected industry representatives to develop an industry scenario for the period to 1993; (4) a job profile; (4) national survey of the industry to endorse the scenario and job profile. The survey results support the original hypothesis and confirmed support for the concept of the Furniture Technician. On this basis course development has been commenced.

TD/VIC 11.28

Silver A; Ryan G; Rhodes G

Investigation of education and training needs for Small Business. Victoria, Melbourne: Royal Melbourne Institute of Technology. Technical College School of Business Studies, 1984, 41p.

Format: Hard Copy; M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Business education; College business relationship; Literature reviews; National surveys; Needs assessment; State programs; TAFE

Identifiers: Small Business; TAFE National Task Force—Small Business

Abstract: The TAFE National Task Force—Small Business, which was formed in 1984, undertook to identify the existing education and training programs, and other support mechanisms, which have been established by TAFE institutions to aid Small Business. In addition the investigation has involved examining the wealth of existing research into Small Business education and training in order to determine implementation strategies, mechanisms and models by which some of the proposals, emerging from the research, could be embodied in the provisions made by TAFE. The recommendations in the report focus on six main areas: (1) aids, materials and course documents; (2) awards and short courses; (3) funding; (4) teachers and presenters; (5) Government initiatives; (6) publicity and promotion. Funding for the research was provided by the Commonwealth Projects Steering Group Committee and the National Training Council through the Small Business Management Development Committee.

TD/VIC 11.29

Whisson M

Survey of community needs. Victoria, Melbourne: Holmesglen College of TAFE. Community Education Dept, 1984, 22p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Community education; Educational demand; Educationally disadvantaged; Needs assessment; Questionnaires; TAFE

Abstract: This survey was initiated and designed to incorporate the following objectives: (1) establish more concrete links with a range of community groups; (2) provide information on current Holmesglen College of TAFE Community Education offerings; research the needs of community groups, particularly disadvantaged groups, (4) provide

input for curriculum development across community education departments, specifically in relation to expressed community needs. Thirty five groups were surveyed covering the following categories: women; migrants; councils; Citizen Advice Bureau; neighbourhood hourses; community centres; community health centres; disabled; senior citizens. The report lists the needs as expressed by these groups and also the needs within these organisations, e.g. volunteer training.

TD/VIC 11.30

Looker J K; Walker J H
Patternshop costing and estimating. Victoria, Melbourne: Royal Melbourne Institute of Technology, 1985, 23p. 2nd ed.
ISBN 0864440758.

Format: Hard Copy; M-fiche

Availability: Patternmaking Dept, Royal Melbourne Institute of Technology, 124 La Trobe Street, Melbourne VIC 3000

Price: 4.00 (Hard Copy); Free (M-fiche) (Cheque payable to R.M.I.T.)

Series: (Patternmaking)

Descriptors: Apprenticeships; Learning modules; Patternmaking; Teaching guides

Abstract: Teacher booklet for Patternmaking Apprenticeship course at RMIT (Module 20—Patternshop Costing). Includes: (1) charge out rates per hour; (2) direct and indirect costs; (3) estimation of pattern costs; (4) students test for each section.

TD/WA 11.1

Blake A
Horticulture and technical education in W.A: past, present and possible future. Western Australia, Perth: Bentley Technical College, 1985, 34p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Floriculture; Horticulture; Landscaping; Ornamental horticulture; Vocational education

Identifiers: Associate Diploma of Horticulture; Certificate of Horticulture

Abstract: This report gives a brief historical, contemporary and possible future glimpse at the WA Horticultural industry, its technology and its technical education. Opinions were sought on the current state and future directions of the WA Horticulture industry from the teaching staff at Bentley Technical College and the Technical Extension Service. The report highlights the need for a comprehensive survey and trend evaluation by TAFE of the Western Australian Horticulture industry.

TD/WA 11.2

Schwenke P A
TAFE Aboriginal access use of Plato 1982 and 1984. Western Australia, Perth: Technical Education Div. Aboriginal Access, 1985, 36p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Aboriginal education; Aborigines; Basic skills; Computer assisted teaching; Educational technology; Literacy; Numeracy; Pacing; TAFE

Identifiers: Plato system

Abstract: This report describes two projects instigated by TAFE Aboriginal Access utilising the Plato Basic Skills Learning System (BSLS) which is a computer assisted instruction program.

The projects were undertaken to explore the utilisation of computer aided learning for basic reading, language and mathematics skills, rather than a formal evaluation of Plato.

TD/WA 11.3

Technical Publications Trust
Technical Publications Trust catalogue: print material. Western Australia, Perth: Technical Extension Service, 1985, 28p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Catalogues; Publications; TAFE; Textbooks

Identifiers: Western Australia Technical Education Division

Abstract: This is a list of text prepared by the Technical Education Division of Western Australia and published by the Technical Publications Trust. These are texts for subjects taught by the Division, primarily for use by distance education students. Only titles and prices are listed. Orders should be sent

to: The Head of Department, Education Development, Technical Extension Service, Prospect Place, Perth WA.

TD/WA 11.4

Technical Publications Trust
Technical Publications Trust catalogue: audio visual material. Western Australia, Perth: Technical Extension Service, 1985, 57p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Audio visual aids; Catalogues; Resource materials; TAFE

Identifiers: Western Australia Technical Education Division

Abstract: This is a list of slide/sound sets and video tapes available for purchase from: The Head of Department, Education Development, Technical Extension Service, Prospect Place, Perth W.A. The items listed relate to courses available through the Technical Education Division. There is an alphabetical listing by title, as well as a classified sequence which includes a short abstract for each item.

TD/WA 11.5

Martino A; Peers J; Hodgkins R
A study of student and employer views to the plumbing pre-apprentice programme for the plumbing study area, TAFE. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1985, 78p.

Format: M-fiche

Availability: M-fiche

Price: Free

Descriptors: Apprenticeships; Plumbing; TAFE; Trade courses; Vocational education

Identifiers: Plumbing Pre-apprenticeship Programme

Abstract: This report analyses the present Plumbing Pre-Apprentice programme by assessing its viability and value to both students and employers. Those surveyed were all 1983 pre-apprentices; all employers involved; and teaching staff. Recommendations are offered on the basis of the findings of the study, including greater exposure of the programme to industry; teaching efforts to be focused on aspects that can not be dealt with on the job; and a longer training period.

TD/WA 11.6

Martino A; Peers J; Hodgkins R
A study of the attitudes of graduates to the tour guiding course for the management studies area, TAFE. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1985, 23p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Course evaluation; Employment qualifications; Graduate surveys; Service occupations; TAFE; Tourism; Travel

Identifiers: Short Courses; Tour Guiding Course

Abstract: The expected tourist boom in Western Australia has prompted the need to review the training programme provided for tour guides. Graduates attitudes to the present Tour Guiding Course have been analysed, with the major findings of this study revealing a general degree of satisfaction with the various aspects of the course, greater subject knowledge and improved employment prospects.

TD/WA 11.7

Martino A; Peers J
A study of the attitudes of graduates to courses within the commercial studies area for the commercial studies area, TAFE. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1984, 39p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Bookkeeping; Business education; Business skills; Clerical occupations; Graduate surveys; Office occupations; Office practice; TAFE; Typewriting; Vocational education; Word processing

Identifiers: Certificate in Commercial Studies

Abstract: As a result of changing technology in the business world, there is a need for well trained, competent personnel to efficiently manage and operate office equipment. To assess the effectiveness of the Commercial Studies courses offered by TAFE to the industry, the attitudes of graduates employed in various sectors of the workforce were analysed. The survey covered a broad cross section of both the metropolitan and non-metropolitan areas with the majority of respondents completing a one year certificate in Commercial Studies within the Clerk Typ-

ist stream, and a number completing the Shorthand Typist and Receptionist streams.

Overall, respondents indicated gaining employment in a position that utilised their commercial qualifications.

TD/WA 11.8

Martino A; Peers J; Hodgkins R
A study of impressions and attitudes to the certificate in furniture production. Western Australia. Perth: Technical Education Div. Curriculum Research and Development, 1985. 37p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Building trades; Cabinetmaking; Carpentry; Furniture industry; Vocational education; Woodworking

Identifiers: Carpentry and joinery; Certificate in Furniture Production

Abstract: This report is a review of the Certificate in Furniture Production by students in and graduates of the course. The purposes of the study was to obtain feedback on the present course and gain insight into the relevancy of the subject matter of each specialist unit to the workplace. The results of the study indicate a need to update the Certificate Programme and include a number of new areas such as setting up/managing small business, maintenance carpentry, reading plans.

TD/WA 11.9

Martino A; Peers J
A study of the commercial environment for the commercial studies area, TAFE. Western Australia. Perth: Technical Education Div. Curriculum Research and Development, 1984. 50p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Computers; Office machines; Office practice; TAFE; Typewriting; Word processing

Identifiers: Commercial studies

Abstract: Presently the Commercial Studies course offered by TAFE service a wide range of occupations. However, a number of areas have arisen that may require training. As a result this survey was developed and responses obtained from the following occupational categories: agriculture; forestry and fishing; mining; construction; manufacturing; transportation; communications and public utilities; wholesale trade; retail; finance; insurance and real estate and services.

The objective of the study was to analyse the tasks and the categories of occupations, in an effort to develop courses that meet the requirements of business and industry.

TD/WA 11.10

Martino A; Peers J; Hodgkins R
A study of the attitudes of graduates to the taxi guide course for the management studies area, TAFE. Western Australia. Perth: Technical Education Div. Curriculum Research and Development, 1985. 22p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Attitude measures; Course evaluation; Graduate surveys; Service occupations; TAFE; Tourism

Identifiers: Short Courses; Taxi Guide Course

Abstract: This report is a review of the short course in Taxi Guiding by Graduates. It was carried out to determine students reasons for enrolling, the relevancy of the subject matter and the satisfaction level of the course in total. The major findings of the study indicate graduates found the course interesting, increased their knowledge of the subject and would be beneficial in providing them with a qualification needed when seeking a job.

TD/WA 11.11

WA Building and Construction Industry Training Committee Inc
National plant operator training programme: Graders/dozers. Western Australia. Perth: WA Building and Construction Industry Training Committee Inc, 1984. 65p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Budgeting; Construction industry; Equipment; Evaluation; Motor vehicles; Tractors

Identifiers: Dozer operators; Grader operators; Plant operators

Abstract: This report describes a pilot plant operator training programme and gives an evaluation of its success. It outlines the training arrangements and programme objectives, budget allocation, trainee selection, organisa-

tion and environment course, content and assessment during the formal phase of training as well as a description of structure, progress and assessment for the on the job phase. Each area is examined, with the main deficiencies and useful aspects of the programme identified, and conclusions and recommendations have been put forward.

TD/WA 11.12

Cummings R J; Birman W

Report of an evaluation study of the Curriculum Research and Development Resource Team in the participation and equity programme in technical and further education, Western Australia. Western Australia, Perth: Murdoch University, Institute for Social Programme Evaluation, 1984, 100p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Evaluation; School to work transition; Transition education; Transition programs; Unemployment; Youth; Youth programs

Identifiers: Participation and Equity Program

Abstract: This study was initiated by the Resource Team consisting of 14 TAFE/PEP Staff members and sponsored by the TAFE/PEP Advisory Committee. Its major purpose was to provide feedback on the intended and actual roles of the Resource Team in providing support to the TAFE/PEP courses operating in the first half 1984. The study found that the TAFE/PEP in Western Australia is an innovative attempt to address the problem of youth unemployment. The Resource Team is faced with a difficult task in administering the Programme and providing support to the other Programme Staff. Some of these difficulties and the areas of needed support have been identified in this report. In addition, suggestions have been made which are intended to assist in improving the impact of the Resource Team.

TD/WA 11.13

Thorogood R F

Employment generation and training support arrangements in youth policy development. Western Australia, Perth: Technical Education Div, 1985, 254p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Business; Community development; Economic opportunities; Employment opportunities; Entrepreneurship; Skill development; Youth employment; Youth programs

Identifiers: Community Employment Programs

Abstract: The OECD has found that the traditional basic skilling, traineeships and job creation programmes are only marginally effective in employment generation and employment growth. Most innovative and successful employment generation initiatives are peripheral to mainstream practices.

Strategies are now being considered to increase the range and diversity of micro interventions in community development, product innovation, new technology, enterprise based training, small business initiation, and support for existing new small businesses. Such strategies require alternative forms of training and education at every level, but from the 'bottom up', not top down.

This paper explores and analyses some of the more successful components of such employment generation strategies. It suggests how these can be replicated 'mainstreamed' with supporting training arrangements, to produce more coherent economic and training development policies. It also includes proposals for a new youth policy/employment generation programmes which put some of the lessons of this analysis to work.

TD/WA 11.14

TAFE PEP Innovations in youth policy related areas. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resource Unit, 1985, 16p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Community programs; TAFE; Youth employment; Youth opportunities; Youth programs

Identifiers: Participation and Equity Program

Abstract: The initiatives cited in the document are all interrelated and each is designed as a component and complementary link in the development of a co-ordinated set of youth policy arrangements. Most PEP activities exemplify at least one innovative feature: e.g. participative planning in curriculum design, community based courses, project methods in education and training, and residential course components involving challenging and adventurous experiences of an initiative-developing and character building nature. Most courses include a work experience component and the quality of this component is being progressively enhanced.

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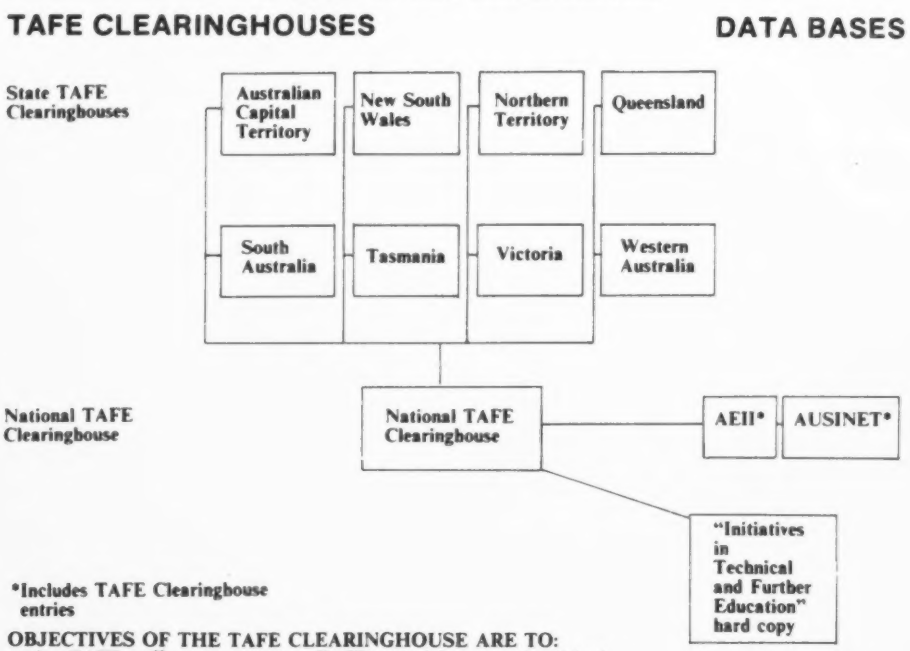
INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES



OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructural materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author, Title and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated **(see Document Request Form opposite)**, or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AEII data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Education Descriptors*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Education Descriptors*, and for new terms, such as names of specific conferences, which have not previously been used. Identifiers may also be allocated from the *Glossary of Terms used in TAFE*. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of Terms used in TAFE

A *Glossary of Terms used in TAFE* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Education Descriptors*.

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse *in the State or Territory in which the document originated.*
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

TD NO. . . . . .

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TITLE . . . . . .

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TAFE CLEARINGHOUSE SUBMISSION FORM

You may contribute to the TAFE Clearinghouse System by completing and forwarding this TAFE Clearinghouse Submission Form together with two copies of your document, to your State or Territory TAFE Clearinghouse. Forms may be obtained from State or Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges, or may be photocopied from this photo-reduced sample.

TAFE CLEARINGHOUSE SUBMISSION FORM

Please forward completed form, together with TWO COPIES of the document, to your State TAFE Clearinghouse

TITLE:
(in upper and lower case)

PUBLICATION DATE:

AUTHOR(S):
(Personal or Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

CONTACT PERSON:
ADDRESS:

TEL. No.:

No. OF COPIES AVAILABLE TO CLEARINGHOUSE:

COST OF PUBLICATION:	$	(Hard Copy)
(if applicable)	$	(Microfiche)

One of the chief roles of the National TAFE Clearinghouse system is to distribute copies of documents lodged. This requires the author(s), by signing the release below, to give to the Clearinghouse system permission to reproduce the document (usually on microfiche) and to distribute it.

Authors not wishing to grant this permission will become responsible for distribution, and accordingly, requests for copies of the document will be directed to them.

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Queries concerning reproduction and distribution rights may be discussed with your State Clearinghouse Officer.

SAMPLE OF A DOCUMENT ENTRY

TD/NSW 11.5

Butterworth P; Rustomji L
Whither TAFE research? A content analysis of the 'Initiatives in Technical and Further Education' booklets. New South Wales, Sydney: Dept of Technical and Further Education, 1985, 18p. bibliography.
ISBN 0724081062.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Surveys and Evaluative Studies Division, Occasional Paper n. 3)

Descriptors: Clearinghouses; Cluster analysis; Content analysis; Educational research; Surveys; TAFE

Identifiers: Initiatives in Technical and Further Education; National TAFE Clearinghouse

Abstract: This occasional paper seeks to pinpoint the foci of research in the TAFE sector in Australia and to determine by cluster analysis whether TAFE authorities have similar or different patterns of research effort. The paper outlines processes for examining the contents of the 'Initiatives in Technical and Further Education' booklets, separating out those documents which can be regarded as relating to research. The main findings were that the utility of the booklets could be enhanced in a number of ways. Only about 40% of the documents could be classified as 'research' and research efforts concentrated on curriculum and student areas.

EXPLANATION OF TERMS

TD—Stands for "TAFE document"

Accession Number—An identifying document number sequentially assigned by the TAFE Clearinghouse where document is first presented. The first number indicates the issue of Initiatives where document entry appears.

Author(s)

Title

Publisher, date of publication and pagination

Format—Specifies type of copy available:
M-fiche = microfiche,
Hard Copy = paper copy

Availability—This indicates the source, i.e. Clearinghouse, author, or institution, from which the document may be obtained.

Price—Information listed is:
Actual price*,
Available on request,
Free.

Series—Optional extra document information.

Descriptors—These are subject terms which characterise substantive content. They are assigned from the *Australian Thesaurus of Education Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the *Australian Thesaurus of Education Descriptors.* Identifiers are assigned by State and National TAFE Clearinghouses, by AEI, and from the *Glossary of Terms used in TAFE.* The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarises the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*This is a statement of the cost at date of publication.

DOCUMENT ENTRIES

TD/ACT 12.1

Hackett P
Skills for employment (for speakers of English as a second language) a Participation and Equity Program funded course. Report 1985. Canberra: Canberra College of Technical and Further Education, 1985, 23p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: English for special purposes; Migrant education; Prevocational education; Youth programs

Minor Descriptors: Skill development

Identifiers: Participation and Equity Program

Abstract: This report describes the full-time course conducted at Canberra TAFE College in 1985. The course for young migrants covered welding, motor maintenance, typing and child care. Assessment and attendance results are given and all aspects of the course are described.

TD/ACT 12.2

Australia. Office of ACT Further Education
Inquiry into the hospitality industry in the ACT: Submission to the Joint Committee on the Australian Capital Territory from the Office of ACT Further Education. Canberra: Canberra College of Technical and Further Education, 1986, 17p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Educational planning; Food service education; Labour needs; Service occupations; Tourism

Minor Descriptors: Bakery industry; Home economics education; Meat packing industry

Identifiers: Hospitality; Hotel and catering education

Abstract: This paper indicates the range and nature of hospitality training available in the ACT, as well identifying the processes and mechanisms which link the provision of TAFE training to the special features of industry itself. It sets out some projections of future training places and provides an assessment of TAFE's capacity to respond to this expected demand in terms of physical facilities and financial and teaching resources.

TD/ACT 12.3

Walker L
Informing the student -- an investigative survey (being a student survey conducted by the Careers Liaison Department of Canberra TAFE College. Canberra: Canberra College of Technical and Further Education, 1985, 26p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Admission; Career awareness; Publicity; Student recruitment; TAFE students

Minor Descriptors: Career guidance; Student attitudes

Abstract: This survey of 1099 students was conducted to ascertain the effectiveness of the Careers Liaison Department and to investigate new directions the Department might take. First year enrollees, excluding apprentices, were asked about their backgrounds, enrolment choices and course information sources. Recommendations based on the survey results include a range of career awareness initiatives and improved enrolment procedures.

TD/ACT 12.4

Gillespie P; Kleinschafer B
Occupational destination survey: Geoscience/ Earth science. Canberra: Canberra College of Technical and Further Education, 1986, 10, [16]p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Career path followup; Earth science; Employment qualifications; Geophysics; Graduate surveys

Minor Descriptors: Mining; Occupational analysis

Abstract: Graduates of this college's Earth Science Certificate and Associate Diploma of Geoscience, along with their employing supervisors, were surveyed to ascertain occupational destinations, salaries and prospects. The greatest number of graduates were employed in the ACT and Kalgoorlie and these were all surveyed. The nature of work performed, personal skills and qualities enhancing success and salary levels are described. Graduates were employed at a para-professional level, where they meet competition from university and CAE graduates, and after 2 to 5 years they

reach promotion limits. At this stage they either move into administrative work, leave the industry or undergo further study.

TD/ACT 12.5

Kleinschafer B; Jolliffe J; Dunkley S
Occupational destination research: Home catering and management; Home economics. Canberra: Canberra College of Technical and Further Education, 1986. 9,[14]p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Graduate surveys; Home economics education; Home management; TAFE students

Minor Descriptors: Food service; Nutrition education; Questionnaires

Abstract: The survey deals separately with Home Catering and Management, and Home Economics. In the former course, 110 current students replied to a questionnaire regarding their intentions on completion of their subject. 34% intended completing the course, 77% were attending for personal rather than vocational reasons, with those attending vocationally aiming at small business (e.g. cake decorating, small quantity catering).

The Home Economics course is compared with that in NSW. The basic course is described and outcomes of the four ACT graduates found to be comparable to those of NSW graduates.

TD/ACT 12.6

Banton P; Tyte A
Occupational destination research: Fashion. Canberra: Canberra College of Technical and Further Education, 1986. 24,[55]p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Clothing design; Fashion industry; Graduate surveys; Patternmaking; Task analysis; Textiles education

Minor Descriptors: Sewing machine operators; TAFE students

Abstract: Graduates, industry and the literature were surveyed to ascertain the classifications of the Fashion Technology Certificate and Associate Diploma in Fashion at Canberra TAFE College. Only a small number (9) of graduates were able to be questioned and therefore dependence on the Industry response was vital to the formation of judgments.

It was judged important that training content and duration prepare students for the perceived needs of industry and equip them for a range of occupations and for promotion. Course classifications were based on course objectives and comparisons were made to other subject streams.

Industry responses reflected varying levels of complexity in the trade, and sample positions were described. Generally industry felt that educational institutions should select students with talent for design courses, and that pattern makers were at present poorly prepared. It was also stated that students may need to accept low level positions when beginning, to gain experience. Production machinists were in short supply. As a result of this survey it was felt that both courses needed some restructuring.

TD/ACT 12.7

Australia. Office of ACT Further Education
ACT TAFE film and video catalogue. Canberra: Canberra College of Technical and Further Education, 1986. 197 frames author/title; 222 frames subject.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Catalogues; Films; Library materials; Videotape recordings

Minor Descriptors: Nonprint media

Identifiers: Bruce College of Technical and Further Education; Canberra College of Technical and Further Education; Woden College of Technical and Further Education

Abstract: These 2 fiche are the Author/Title and Subject catalogues of films and videos held by the libraries of Bruce, Canberra and Woden TAFE Colleges in the ACT. It may be possible for some of these items to be borrowed on inter-library loan.

TD/ACT 12.8

Thawley D
Department of Community Languages and Multicultural studies: Survey of enrolment and retention figures 1982 -- 1986. Canberra: Canberra College of Technical and Further Education, 1986. 28p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Dropout rate; Enrolment trends; Language enrolment; Modern languages; Multicultural education; Second language learning; Student attrition

Minor Descriptors: Chinese culture; Greek; Indonesian; Italian; Japanese; Spanish

Abstract: The aim of this research is to describe and analyse enrolments and retention rates in the language teaching department of the college from 1982-86, in order to provide a basis for assessment of courses, prediction of future trends and to judge the reasonableness of the retention rate. Methods are described and the results analysed.

Total enrolments remain high (nearly 1000 p.a.) but tend to fall in second semester. Language enrolments are greater than those for culture, with language practice tutorials increasing in demand. Retention rates fall between 20% to 100% but averaging 40% to 59%. This is seen as reasonable considering the difficulty of rejoining a language class once a few are missed.

TD/NSW 12.1

Butterworth P
The telescopic classroom: mobile and multipurpose. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div. 1986. 14p., bibliography.
ISBN 0724077871

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities design; Flexible facilities; Mobile classroom; Multipurpose classroom

Minor Descriptors: Access to education; Rural areas

Identifiers: Telescopic classroom

Abstract: Mobile instructional units are one of a number of means of making educational provision for people in isolated areas, but their use has been restricted. This paper outlines the circumstances in which mobile instructional units might be employed and provides details of the variety of mobile facilities that have been used by TAFE in Australia. It then describes the telescopic classroom, a way in which existing classroom space can be extended. The advantages are that it provides instructional space for 12 students and an instructor, has a large load carrying ability and can be adopted to a wide variety of TAFE courses.

TD/NSW 12.2

Dalrymple A
Investigation and comparison Interior Design Certificate courses. Sydney: Randwick College of Technical and Further Education. 1985. 23p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Major Descriptors: Certificate courses; Course evaluation; Interior design

Minor Descriptors: Comparative analysis; Course content; Fellowships; TAFE colleges; Teaching methods

Identifiers: Interior Design Certificate Course; Queensland College of Art

Abstract: This study evaluated the Interior Design Certificate Course conducted at the Queensland College of Art and compared it with the Interior Design Certificate Course conducted at Randwick College of TAFE in NSW. The investigation included clarifying the feasibility and intentions, if any, of QCA moving towards adopting elements of a National Core Curriculum. The QCA syllabus, their use of the DACUM survey method, student selection methods, teaching aids, technical equipment and relationship to industry were studied.

TD/NSW 12.3

Davison E
A comparison of Women's Re-entry Programs in Vancouver, B.C., Canada and the NSW Department of TAFE. Lismore NSW: Lismore Technical College. 1985. 78p., appendices, bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Major Descriptors: Access to education; Course content; Teaching methods; Womens education

Minor Descriptors: Aboriginal education; Fellowships; TAFE

Identifiers: Canada; New Opportunities for Women (NOW); Vancouver; Womens Reentry Programs

Abstract: This comparison of Women's Reentry Programs in Vancouver with those of NSW TAFE was undertaken by collecting

information on program and curriculum development, teaching methods, educational initiatives, evaluation methods and the range of support networks established for women's programs. Ten centres offering programs for women were visited and resources were collected. Vancouver programs had four main strands: confidence building, pre employment skills, work experience and issues relating to women.

Women's programs in NSW TAFE have a broader base and meet the needs of a broader range of women. Canadian research findings on learning styles of native peoples show that there are distinct differences in the learning patterns of minority cultures. More research is necessary on the learning styles of Aboriginal people to facilitate their entry or re-entry to the Australian workforce and educational system.

TD/NSW 12.4

Fell K

An investigation of youth training programs in New York City and Ontario, Canada. Sydney: Blacktown College of TAFE, 1985. 61p. (V.1 - Report and Appendices; V.2 - Appendices on microfiche).

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Major Descriptors: Access to education; Educational alternatives; Program descriptions; Youth

Minor Descriptors: Curriculum; Educational policy; Fellowships; Profiles; Vocational education

Identifiers: Canada; New York; Ontario; Participation and Equity Program; Traineeships

Abstract: This Project Fellowship Report examines the delivery, access and curriculum issues of programs in New York and Ontario, which are equivalent to TAFE PEP. Six vocational colleges, the US Job Corps Program and central policy offices were visited. College visits involved discussions with staff and students and class observations.

Policy, curriculum and operational documents were collected and are included in the appendices. Recommendations for NSW TAFE include an entrepreneurial role for TAFE in developing fee paying courses and the use of occupational skill profiles and competency based assessment for PEP and traineeships.

TD/NSW 12.5

Hastings R; Rush M

An approach to Mechanical Technology 1. Sydney: New South Wales. Dept of Technical and Further Education, 1984. 72p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational resources; Engineering technology; Mechanical equipment; Teaching guides

Minor Descriptors: Course content; Curriculum materials; Student assessment

Identifiers: Mechanical Technology

Abstract: This package contains suggested teaching/learning strategies and resources for the five units in Mechanical Technology 1 - fasteners, mechanisms, heat equipment, electrical equipment and materials handling equipment. Each unit has a grid showing the relationship between aspects of learning, structured content and desired student outcomes. The grid is followed by a suggested range of teaching/learning strategies accompanied by a list of support resources. All the activities have been chosen so that students learn by actively performing a task rather than passively receiving information. Assessment is also considered.

TD/NSW 12.6

Lane M

Computers in Language Learning. Sydney: Sydney Technical College, 1985. 22p., appendices, bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Major Descriptors: Computer assisted teaching; Computers; Second language learning

Minor Descriptors: Computer programs; Fellowships; Language research

Identifiers: Computer Assisted Language Learning; University of Lancaster

Abstract: This report attempts to provide some positive direction to NSW TAFE staff interested in exploiting the area of computer assisted language learning (CALL). The course 'Computers in Language Learning' at the University of Lancaster consisted of the use of computers in the language classroom, computers in linguistic research and the use and evaluation of computer software. National

CALL research centres are being established in the UK and Holland to provide a focal point for teacher training in the effective use of CALL and the development of databases in specific subject areas (particularly pertinent to the ESP/LSP programs). It is recommended that TAFE emulate this model, which provides a coordinated and cost effective approach to the professional development of teachers in the application of computers.

TD/NSW 12.7

McLauchlan M

To investigate the United Kingdom's use of television and interactive video in distance learning in adult literacy and adult continuing education. Sydney: Hamilton College of TAFE, 1985. 34p., bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Major Descriptors: Adult education; Computer assisted teaching; Educational television; Open education

Minor Descriptors: Adult literacy; Distance education; Educational technology; Fellowships

Identifiers: British Broadcasting Corporation; Open Tech Program; United Kingdom; Video; National Interactive Video Centre (Great Britain); Open University (Great Britain)

Abstract: This study investigated the United Kingdom's use of television and interactive video as teaching media in adult continuing education generally and adult literacy specifically. The United Kingdom's Adult Literacy Campaign is described, including the BBC television series that were broadcast after 1975, details of problems encountered using the media and suggestions for NSW TAFE. The Open University (OU) provides educational opportunities for working adults via radio, television, video and accompanying printed material. The delivery system and choice of programmes are outlined. The Open Tech Programme (OTP) is aimed at adults, at technician and supervisor/management level and utilizes computer assisted learning and interactive video. The uses of interactive video are presented as well as the role of the National Interactive Video Centre.

TD/NSW 12.8

Seiffer D E

Teacher exchange between NSW Department of TAFE and the Metropolitan College of Technology. Sydney: New South Wales. Dept of Technical and Further Education, 1985. 37p., appendices, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Engineering; Industry; TAFE teachers; Teacher exchange programs

Minor Descriptors: International educational exchange; Vocational education

Identifiers: Japan; Production Engineering; Metropolitan College of Technology (Japan)

Abstract: This report provides details and impressions of a three month teacher exchange in Japan, by a NSW TAFE Production Engineering teacher. An overview of the Japanese education system is presented as a background. The facilities, staff and students of the Metropolitan College of Technology are described and compared with NSW TAFE. Achievement of both educational and industrial objectives is assessed in the context of plant inspections and institutions visited. This includes sections on robots, Total Quality Control (TQC) in industry, the automated factory, flexible manufacturing cells and automated data collection in industry. The appendices detail the exchange itinerary, some Japanese educational statistics and the texts of a series of addresses to various Japanese groups.

TD/NSW 12.9

Sweet R

Changes in the nature of training schemes and employment opportunities to meet the needs of youth. Sydney: New South Wales. Dept of Technical and Further Education. Policy Unit, 1985, 22p., bibliography. (Paper presented at the Australian College of Education Regional Conference Toowoomba, 16-18 August, 1985.)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational opportunities; Employment trends; Youth

Minor Descriptors: Labour needs; Needs; Policy

Abstract: Debate on youth policy in Australia has occurred largely within the context of debate on unemployment. This paper takes employment trends as its starting point, and highlights a decline in the availability of skilled and attractive work for young people and an increase in the availability of marginal deskilled secondary labour market employ-

ment. This stands in marked contrast to the trend for school leavers to have increasingly high levels of education. The rationale for governments responding to unemployment through training programs is examined. It locates the last decade's program responses and the Kirby Committee's traineeship proposal within contrasting theories of the link between education and the labour market. It concludes with a brief discussion of the place of training opportunities within a comprehensive youth strategy.

TD/NSW 12.10

Sweet R

Participation and the labour market: trends in search of an explanation. Sydney: New South Wales. Dept of Technical and Further Education. Policy Unit, 1985. 20p. (Presented at a Conference on Increasing Participation in Tertiary Education University of New England 24-26 October, 1985.)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Enrolment trends; Labour market; Participation

Minor Descriptors: Higher education; Secondary school students; TAFE; Trend analysis

Abstract: This paper suggests that, to the extent that it is influenced by the labour market, educational participation responds to a complex mix of the shelter effect, credentialism, supply and demand and employment and unemployment trends. Issues concerning the future directions of participation in TAFE and of TAFE's future relationship to the labour market are raised. It is argued that useful projections of future demand will depend on TAFE's goals and projections of participation rates will depend upon the availability of resources to meet these demands. Also growth in participation will not reduce some forms of inequity unless the qualitative nature of the increased participation is addressed.

TD/NSW 12.11

Sweet R

Trends in educational participation in Australia: some common assumptions re-examined. Sydney: New South Wales. Dept of Technical and Further Education. Policy Unit, 1985. 18p., bibliography. (Prepared for a Commission for the Future Seminar Melbourne, June 1985.)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Enrolment trends; Labour force; Participation

Minor Descriptors: Employment qualifications; Secondary school students; Statistical data; TAFE students

Abstract: A careful analysis of educational statistics disproves the common assumption that educational participation in Australia fell during the 1970's. There were however substantial shifts in patterns of educational participation, with marked growth in part-time, female, adult and TAFE enrolments. A temporary decline in participation by males in upper secondary education has now been reversed. The common assumption that Australia's levels of educational participation are low by international standards has little to support it. All available evidence points to Australia's labour force becoming increasingly educated, increasingly qualified and by implication, increasingly skilled.

TD/NSW 12.12

Weir J B

An investigation of some aspects of technician training in Zimbabwe. Sydney: Armidale College of TAFE, 1985. 23p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Major Descriptors: Developing countries; Educational needs; Technicians; Vocational education

Minor Descriptors: Educational planning; Fellowships; Training

Identifiers: Zimbabwe

Abstract: The object of this project was to advise on technician training in Zimbabwe. The investigation limited itself to considerations of the training of technicians who would normally gain employment in the fields of scientific research, teaching and industry but not apprenticeships. Informal interviews were held with government representatives, representatives from the Department of Science Technology at Harare Polytechnic and academic and technical staff from the University of Zimbabwe. An interim report was compiled and circulated. Recommendations relevant to TAFE are that TAFE could contribute

expertise for the benefit of developing countries and TAFE personnel would benefit from the experience of working in such countries.

TD/NSW 12.13

Aloise M
An evaluation of the TAFE Senior Executive Development Program. Sydney: New South Wales. Dept of Technical and Further Education. Surveys and Evaluative Studies Div, 1985. 31p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Inservice education; Management development; Program evaluation; Staff development

Minor Descriptors: Administrators; Program effectiveness; Questionnaires; TAFE

Identifiers: Mount Eliza; TAFE Senior Executive Development Program

Abstract: This project assessed the TAFE Senior Executive Development Program conducted at Mt Eliza, in terms of the effectiveness of its past role and its place in future staff development activities. The study examined the benefits of the Mt Eliza program with respect to the needs of executive staff, their respective organisations and the TAFE national system. Information was collected from interviews with past participants, their senior staff and each TAFE authority and questionnaires to 1985 participants. Course evaluation documentation was also studied. Strong support for a program of this nature was expressed by most authorities and the majority of respondents although recommendations for improvements are made.

TD/NSW 12.14

Butterworth P
Evaluative study of the retention of tradespeople in their trades: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Career path followup; Employment patterns; Labour turnover; Skilled workers

Minor Descriptors: Apprenticeships

Abstract: This review outlines the aims, study methodology and results of the *Evaluative study of the retention of tradespeople in their trades. The career paths of trade-trained people and their retention in their trades* (TD/NSW 12.19) and *Evaluative study of the retention of tradespeople in their trades. Contextual Issues Report* (TD/NSW 12.18). Both reports provide a considerable amount of information on tradespeople and factors which affect their retention in their trades. There are many recommendations for the consideration of TAFE and other authorities.

TD/NSW 12.15

Butterworth P
National education systems: goals and reality. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986. 12p., bibliography, tables.
ISBN 0724078517

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational objectives; National surveys; Outcomes of education

Minor Descriptors: Comparative analysis; Cultural differences; Economic factors; Moral values; Political influences; Social influences

Abstract: This paper reviews the broad goals and educational policy of national education systems in Asia and the Pacific. It includes a classification of the various goals and provides a series of groupings of countries according to the goals that their education systems purport to pursue. The paper reflects on the real conditions and educational effectiveness in the countries studied.

TD/NSW 12.16

Butterworth P
TAFE block release apprentices: a study of their accommodation and transport needs: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986. 5p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Block release; Needs assessment; Student housing; Transport

Minor Descriptors: Expenditures; Information needs

Abstract: This review outlines the aims, study methodology, results and recommendations

of *TAFE block release apprentices: a study of their accommodation and transport needs* (TD/NSW 12.30). The study addressed the accommodation and transport problems of block release apprentices and surveyed students, parents and employers.

TD/NSW 12.17

Butterworth P; Fitzallen L; Smit J
TAFE programs in NSW: an overview. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1985.
ISBN 0724078673

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational objectives; Program descriptions; TAFE

Minor Descriptors: Educational facilities; Expenditures; Special programs; TAFE teachers

Abstract: This report gives an overview of educational programs made available by the NSW Department of TAFE. The system of colleges and teaching schools and educational priorities that determine program provision are outlined. Streams and levels of study, enrolment trends, attendance modes, educational facilities and TAFE expenditure are also described. Future directions involve monitoring and responding to community educational and training needs and maximising access to TAFE.

TD/NSW 12.18

Davis D J
Evaluative study of the retention of tradespeople in their trades. Contextual issues report. A report on social, educational, technological and labour market issues related to the recruitment of persons to five NSW trade apprenticeship areas and to their subsequent retention in or departure from their trades. Sydney: Macquarie University. Centre for Research in Education and Work. School of Education, 1985. Vol. 1: 54p., bibliography. Vol. 2: 247p., appendices, bibliography. Vol. 3: 486p., appendices, tables. Vol. 1: Summary Reports and Recommendations. Vol. 2: Background inter-trade and trade reports. Vol. 3: Statistical data. Prepared for the NSW Council of TAFE and the Commonwealth Tertiary Education Commission.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Career path followup; Employment patterns; Labour turnover; Skilled workers

Minor Descriptors: Apprenticeships; Carpentry; Electrical occupations; Evaluation; Fitting and machining; Metal industry; Motor vehicles

Abstract: This report supplements the career path survey (NSW/TD 12.19) of tradespeople in the electrical fitting and machining, carpentry and joinery, metal fabrication and automotive trades. It outlines the strengths and weaknesses of vocational training that affect the mobility and productivity of tradespeople. Strategies for training applicable to a changing labour market, and training-employment relationship are identified.

TD/NSW 12.19

Seers P R; Manefield A K
Evaluative study of the retention of tradespeople in their trades. The career path of trade-trained people and their retention in their trades. Sydney: Macquarie University. Centre for Research in Education and Work. School of Education, 1985. Vol. 1: 24p., bibliography, tables. Vol. 2: 130p., bibliographies, tables. Vol. 1: Report. Vol. 2: Appendices. A report prepared for the Centre for Research in Education and Work, Macquarie University.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Career path followup; Employment patterns; Labour turnover; Skilled workers

Minor Descriptors: Apprenticeships; Carpentry; Electrical occupations; Evaluation; Fitting and machining; Metal industry; Motor vehicles

Abstract: This report outlines the career paths, educational experiences and working lives of tradespeople in the electrical, fitting and machining, carpentry and joinery, metal fabrication and automotive trades. The major factor affecting the retention of tradespeople in their trades was the type of jobs they obtained immediately after completing their apprenticeship. The report contains a number of findings related to each of the individual trades and recommendations for the Department of TAFE. See TD/NSW 12.18 for the accompanying contextual study report.

TD/NSW 12.20

Espandin-Stotz B
NSW Department of TAFE: submission to the Committee of Review Adult Migrant Education Program. Sydney: New South Wales. Dept of Technical and Further Education. Multicultural Education Unit, 1986, 77p., bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: English (Second Language); Migrant adult education; Program evaluation

Minor Descriptors: Access to education; Educational resources; Outcomes of education; Program effectiveness; TAFE

Identifiers: Adult Migrant Education Program (AMEP)

Abstract: This report examines the existing aims and objectives of the Adult Migrant Education Program (AMEP) and assesses their appropriateness in the light of government policy for the provision of English language and orientation programs for migrants. The extent to which the programs are meeting the needs of non-English speaking migrants is gauged, client perceptions are noted and program outcomes are reported. The appropriateness of curriculum resources and educational methodologies is investigated, as is the experience, qualifications and status of teachers. The report also explores the interface of the AMEP with other educational programs and institutions, labour training programs and affirmative action and Equal Employment Opportunity initiatives.

TD/NSW 12.21

Fegent I
Liverpool Older Unemployed Project Report: October 1984. Sydney: Liverpool Technical College, 1984, 15p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Adult education; Needs assessment; Program development; Unemployment

Minor Descriptors: Access to education; Pilot projects

Identifiers: Liverpool Technical College

Abstract: This project originated from the realisation that TAFE was offering little effective support to a significant but generally ignored disadvantaged group - the over 25 unemployed group. The project investigated the needs of and provisions for the older unemployed, developed appropriate programs and resources and provided information about TAFE opportunities. Pilot courses have been run and the major findings and recommendations are outlined.

TD/NSW 12.22

Grinter D
Review of special training and counselling in TAFE for long term unemployed, women, Aboriginals, ethnic groups etc. Sydney: New South Wales. Dept of Technical and Further Education. Policy Unit, 1985, 50p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Counselling; Educationally disadvantaged; Minority groups; TAFE courses

Minor Descriptors: Aboriginal education; Multicultural education; Outreach programs; Transition education; Womens education

Identifiers: Participation and Equity Program

Abstract: This report is the second edition of a report completed in December 1983 (NSW 9.22 TD 1228). Like the original report, it establishes TAFE's level of operation for groups such as the long term unemployed, women, Aborigines, ethnic groups, the handicapped and educationally disadvantaged and addresses the changes in TAFE since December 1983. The report outlines policy and examines provision for each designated group including programs, staffing, funding and counselling. Appendices list post 1985 TAFE Streams and Fields, 1984 Outreach, Aboriginal Education unit and Multicultural Education unit courses and the PBS Participation and Equity Program (PEP) post school course list.

TD/NSW 12.23

Hardie J F; Hardie J G
The upgrading of college buildings and facilities. Sydney: New South Wales. Dept of Technical and Further Education. 1986, 58p., appendices, bibliography, schedules.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: College buildings; Educational facilities improvement; TAFE colleges

Minor Descriptors: Occupational safety and health; Surveys

Abstract: Despite the extensive building program undertaken over the last decade, the continuous growth of courses and enrolments have placed a great strain on TAFE resources. The result of this survey of 98 NSW centres and annexes reveals that there are many colleges lacking basic facilities and many buildings below an acceptable standard of accommodation for a TAFE college. The estimate figure is indicative only of the cost of providing acceptable accommodation and facilities for staff and students in NSW TAFE colleges.

TD/NSW 12.24

Hermann G (ed); Lansbury R (ed); Ryan J (ed); Horsfield B (ed)
The Kirby Report: implications for training, education and work. Proceedings from a Conference. Sydney: Macquarie University. Centre for Research in Education and Work. School of Education. 1985.

Format: Hard Copy

Availability: The Labour Management Studies Program Graduate School of Management. Macquarie University. North Ryde NSW 2113

Price: $10.00

Major Descriptors: Educational alternatives; Labour market; Youth employment

Minor Descriptors: Access to education; Apprenticeships; Disadvantaged; Training methods

Identifiers: Committee of Inquiry into Labour Market Programs; Kirby Report (1985); Traineeships; Macquarie University. Graduate School of Management. Labour-Management Studies Program

Abstract: These conference papers examined the Kirby Report from the perspective of various interest groups. Three members of the Committee of Inquiry into Labour Market Programs presented papers which highlighted the main implications of the report for government, educational institutions, industry and disadvantaged groups. Other papers assess the report from an educational perspective, examine the industrial relations implications, especially in regard to youth wages and the apprenticeship system and review government options in the light of the report recommendations. The final paper sums up the main issues debated at the conference.

TD/NSW 12.25

New South Wales Dept of Education; New South Wales Dept of Technical and Further Education
Report 1984. Joint Secondary Schools/TAFE Programs. Sydney, 1984. 18p., appendices, figures.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Link courses; Secondary schools; TAFE

Minor Descriptors: College school cooperation; course organisation; Pilot projects; Program content

Abstract: In the context of increasing the quality and length of participation in education and training by Australia's youth, the Federal and State governments have encouraged a greater Secondary School/TAFE liaison. The Joint Project Team was formed to advise on the present state of joint programs, preparing guidelines and procedures and making recommendations on various issues and the funding of pilot schemes to operate in 1985. Regional steering committees were formed and a state wide telephone survey of TAFE colleges was made to establish a computer database on all types of joint programs operating in 1984.

TD/NSW 12.26

New South Wales. Dept of Technical and Further Education. Multicultural Education Unit
Multicultural Education. Sydney: New South Wales. Dept of Technical and Further Education. 1986. 44p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Resource Appraisals for TAFE teachers)

Major Descriptors: Educational resources; Multicultural education; Nonprint media; Resource materials

Minor Descriptors: Teaching language

Abstract: To counter the problems of the lack of information on the availability and effectiveness of audio visual learning resources for TAFE courses, Resource Appraisal Panels were established. Material is appraised on: information, presentation, technical quality, design, cost effectiveness and applicability to the

specified TAFE course. Details, specifications and content of the resource are listed with price and availability.

TD/NSW 12.27

New South Wales. Dept of Technical and Further Education. Planning Div
TAFE in Eastern Sydney. Sydney, 1986. 13p., appendices.
ISBN 0724078355

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Profiles; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational demand; Educational facilities; Enrolments; Labour force

Identifiers: Sydney

Abstract: This paper profiles the Eastern Sydney Local Government Area and the provision of TAFE in that area. The Eastern Sydney region contains 10% of the metropolitan population and is served by four colleges: Sydney, East Sydney, Randwick and Waverley. The statewide course responsibilities of Sydney, East Sydney and Randwick preclude their functioning as local colleges. The results are, in many cases, gross overcrowding and considerable unmet demand. The attachments include individual college enrolments by school, selected college characteristics and a proposal for a new library building at Randwick.

TD/NSW 12.28

Montague A
TAFE in Western Sydney. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986. 12p., appendices, tables. A briefing paper for the Commonwealth Tertiary Education Commission.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Profiles; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational demand; Educational facilities; Enrolment; Labour force

Identifiers: Sydney

Abstract: This paper profiles the large, developing area of Western Sydney. Western Sydney has 35% of the population of the Sydney Statistical Division but only 25% of TAFE enrolments. The Department of TAFE currently operates ten colleges in the Western Region but has been unable to keep pace with the population growth. The attachments include individual college enrolments by school and college development descriptions.

TD/NSW 12.29

New South Wales. Dept of Technical and Further Education. Policy Unit
Some issues in the training of voluntary workers. Sydney, 1986. 7p., bibliography. A discussion paper prepared for the Head of the NSW TAFE Women's Co-ordination Unit.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Community services; Volunteer training; Volunteers; Welfare agencies

Minor Descriptors: Labour market; Outreach programs

Abstract: This paper examines the extent of voluntary work in Australia, particularly in the community welfare services area. Consideration is given to voluntary work in the context of the community services labour market. The training of voluntary workers and existing NSW TAFE provision for such training is outlined.

TD/NSW 12.30

Prill M; Dent K
TAFE block release apprentices: a study of their accommodation and transport needs. Sydney: New South Wales. Dept of Technical and Further Education. Surveys and Evaluative Studies Div, 1986. 48p., appendices, bibliography.
ISBN 0724078274

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Block release; Needs assessment; Student housing; Transport

Minor Descriptors: Expenditures; Information needs; Questionnaires

Abstract: This study was aimed primarily at discovering the problems experienced by country apprentices attending block release sessions away from their home centre. The central issues were currently available residential facilities, distance from home, cost

and mode of travel to block release centres, information needs and responsibility for assistance of block release students. The study methodology consisted of three surveys of students, parents and employers, a literature review and discussions with relevant TAFE staff and the Department of Industrial Relations. Major recommendations include the provision of an accommodation service within TAFE colleges, hostel accommodation and the development of an information package about block release.

TD/NSW 12.31

Prill M
TAFE space: a glossary of terms to describe TAFE facilities. Sydney: New South Wales. Dept of Technical and Further Education. Surveys and Evaluative Studies Div, 1986. 26p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities; Glossaries; TAFE colleges; Vocabularly

Minor Descriptors: College buildings

Abstract: This glossary was prepared because of definition problems with types of space within NSW TAFE buildings and the concentration on education definitions in the National Glossary of TAFE terms. The purpose of this glossary is to provide a set of official descriptors which can be adopted for correspondence between College Principals, Committees, Regional Directors and District Councils, Heads of Schools, Head Office Units, the Educational Planning Division and the Controllers Unit. The six categories of facilities are administration, amenities, education, support services, services and TAFE building space.

TD/NSW 12.32

Puffet B; Bosch R
Equal Employment Opportunity Management Plan. Fourth Annual Report Year ended 30th June 1985. Sydney: New South Wales. Dept of Technical and Further Education. 1985. 257p., appendix.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Employment practices; Equal opportunities (jobs); Personnel policy

Minor Descriptors: Annual reports; Staff development; TAFE

Identifiers: Equal Employment Opportunity Management Plan

Abstract: This report outlines the progress made in terms of Equal Employment Opportunity in the NSW Department of TAFE in the year ending June 30th, 1985. It includes an overview of EEO in NSW TAFE during 1984 and 1985, statistical information on the redistributive effects of EEO on the TAFE workforce and changes to personnel practices resulting from EEO initiatives. Revised statements of EEO objectives and strategies, staff development activities and the 1985/86 Plan are included.

TD/NSW 12.33

Rustomji L
Multi purpose workshops: which way? An evaluation of a multi purpose workshop facility at Mount Druitt Technical College. Sydney: New South Wales. Dept of Technical and Further Education. Surveys and Evaluative Studies Div, 1985. 59p., appendices, bibliography, figures.
ISBN 0724078193

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities design; Flexible facilities; TAFE colleges

Minor Descriptors: Building innovation; Evaluation; Questionnaire

Identifiers: Mt Druitt Technical College

Abstract: The first NSW multi purpose workshop, constructed at Mount Druitt Technical College is the focus of this evaluative study. The study examined the multi purpose in terms of its educational function, in the tradition of post occupancy performance of buildings. The values sought - flexibility, suitability for a wide variety of uses and courses - were tested through assessment and comments from user groups and experts. The evaluation demonstrated the current and potential importance of this multi purpose facility and highlighted important directions for improving the educational quality of future multi purpose accommodation.

TD/NSW 12.34

White K
Voluntary action in adult literacy work. Sydney: New South Wales. Adult Literacy Information Office, 1986. 202p., appendices, diagrams, tables. A study carried out on a

Winston Churchill Trust Fellowship February - June 1984.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Adult literacy; Volunteers

Minor Descriptors: Fellowships; Nonformal education; Voluntary agencies; Volunteer training

Abstract: White was awarded a 1984 Winston Churchill Fellowship to investigate the utilisation of volunteers in adult literacy programs in India, Nepal, the United Kingdom, the United States of America and Canada. The investigation included the roles, training and effectiveness of volunteers, the relationship between the voluntary and statutory sectors and dangers in volunteer usage. The study was timely, as the use of volunteers in Australian adult literacy programs has been questioned. The report outlines the Australian adult literacy context, describes overseas programs and makes recommendations for the continuance and utilisation of volunteers and their training and support.

TD/NSW 12.35

Cumulated listing of 1985 Bachelor of Education theses. Sydney: Sydney College of Advanced Education, Institute of Technical and Adult Teacher Education, 1985.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Catalogues; TAFE; Theses

Minor Descriptors: Bachelors degrees

Identifiers: Sydney College of Advanced Education, Institute of Technical and Adult Teacher Education

Abstract: A cumulated listing of 1985 Bachelor of Education theses completed at the Institute of Technical and Adult Teacher Education (ITATE), Sydney College of Advanced Education. Each listing includes information on the project title, contact name and work address and an abstract. Those theses with TD numbers provided are available in microfiche form from the NSW TAFE Clearinghouse. For information on the others, contact the authors.

TD/NSW12.36

Cumulated listing of 1985 NSW Department of TAFE Project Fellowship Reports. Sydney: New South Wales, Dept of Technical and Further Education, Staff Development Div, 1985.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Catalogues; Fellowships; Reports; TAFE

Minor Descriptors: Research reports

Identifiers: New South Wales, Dept of Technical and Further Education, Staff Development Div

Abstract: A cumulated listing of 1985 NSW Department of TAFE Project Fellowship Reports. Each listing includes information on the project title, contact name and work address and an abstract. Those reports with TD numbers provided are available in microfiche from the NSW TAFE Clearinghouse. For information on the others, contact the authors.

TD/NSW 12.37

Cass C

Research project on the Regional Job Creation Initiative of the Hunter Development Board involving the Floor and Wall Tiling Trade Course Hunter Valley, NSW 1982-1986. Sydney: Randwick College of Technical and Further Education, 1986, 23p., appendices, bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Building trades; Program effectiveness

Minor Descriptors: College business relationship; Educational alternatives; Pilot projects; Questionnaires; TAFE students

Identifiers: Floor and Wall Tiling; Hunter Development Board

Abstract: This research project assessed the effectiveness of the pilot training scheme for Floor and Wall Tiling apprentices, instigated by the Hunter Development Board in 1982. The scheme was a regional initiative in job creation, designed to increase the productivity of apprentices early in their training. The scheme was successful for the apprentices but not the employers. The report reviews the

scheme and its implementation, measures the outcomes against the objectives by student survey and interviews with other participants and concludes by discussing the problems that were encountered.

TD/NSW 12.38

Goozee G
Financial needs of NSW TAFE students. Sydney: New South Wales. Dept of Technical and Further Education. Policy Unit, 1986. 53p., bibliography (Vol. 1); 23p., appendices (Vol. 2). Vol. 1: Report. Vol. 2: Appendices.
ISBN 0724078754

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (NSW Department of TAFE Policy Unit Discussion Paper)

Major Descriptors: Financial needs; Student financial aid; TAFE students

Minor Descriptors: Enrolment trends; Financial support; Student costs

Abstract: This paper outlines the financial needs of NSW TAFE students. A brief history of student financial assistance schemes as they affect TAFE is given, together with background information on NSW TAFE student characteristics and significant changes that have occurred in Australia that have implications for student income support schemes. Results of surveys on student finances and the cost of TAFE courses are described. The need for emergency assistance, general issues pertaining to income support arrangements and directions for change are also discussed.

TD/NSW 12.39

New South Wales. Dept of Technical and Further Education
Submission to the review of research and development in NSW. Sydney, 1986. 16p., tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Development; Research; Skills; Technology transfer

Minor Descriptors: Engineers; Scientific personnel; Skilled workers; TAFE

Identifiers: New South Wales

Abstract: The NSW Department of TAFE's submission to the review of research and development in NSW, argues that there is little evidence that Australia is short of engineering or scientific personnel and debate should focus upon skills needed for the productive utilisation of science and technology. The paper covers the research and development process, technology transfer and skill boundaries. As trades people and technicians form a key component of many research and development teams, the development of appropriate skills in such workers is a significant curriculum concern for TAFE. New forms of relationship between TAFE and industry are necessary to meet the increasing demands for many categories of workers and construction of new courses which transcend existing skill boundaries.

TD/NSW 12.40

New South Wales. Dept of Technical and Further Education
Access, equity and special programs. Sydney, 1986. 20p. (A discussion paper prepared for a Director-General's Seminar 18th June, 1986.)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Educationally disadvantaged; Equal education; Special programs

Minor Descriptors: Financial support; Mainstreaming; TAFE

Abstract: This paper explores a number of issues in the interlinking between special programs and steps to increase the equality of educational opportunity for disadvantaged groups. It reviews the origins of special programs and discusses the institutional framework within which policy formation and funding for these initiatives occur. The paper then examines a set of selected issues related to special programs, the definition of a special program, mainstreaming, resources, coordination and policy development. Future directions and priorities are discussed.

TD/NSW 12.41

New South Wales. Dept of Technical and Further Education. Policy Unit
The Kirby Report and TAFE: proceedings of a seminar. Sydney, 1985. 71p.
ISBN 0724081461

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (NSW Department of TAFE Policy unit Discussion Paper)

Major Descriptors: Educational alternatives; Labour market; TAFE students; Youth employment

Minor Descriptors: Access to education; Apprenticeships; Disadvantaged; Training methods

Identifiers: Committee of Inquiry into Labour Market Programs, Kirby Report (1985); Traineeships

Abstract: This volume contains the principal proceedings of a NSW TAFE seminar on the Kirby Report. Rodney Cavalier addressed the Kirby Report's implications for the educational portfolio. Peter Kirby discussed the themes of the report and the structural implications. Lesley Hodson dealt with change through consultation, from a national viewpoint and Kaye Schofield outlined the student target groups. Feedback from group discussion leaders is reproduced, as are a set of discussion points provided to group members and a discussion paper prepared by the NSW TAFE Policy Unit and the National Clearinghouse on Youth Studies.

TD/NSW 12.42

Pattison A
Management issues for TAFE in a climate of change. Sydney: New South Wales, Dept of Technical and Further Education, 1986, 12p. (Paper presented to Illawarra District Council and College Committees Conference.)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: College business relationship; Educational administration; Organisational change

Minor Descriptors: Access to education; Accreditation (courses); Financial support; School community relationship

Identifiers: College committees; District councils; Illawarra

Abstract: This paper outlines changes in NSW TAFE from 1974 to 1984. A few select indicators, such as the doubling of total enrolments, increase in number of TAFE colleges by 50% and number of approved courses increasing by 50% demonstrate the dramatic changes which have made NSW TAFE a more complex, geographically diversified and more accessible organisation. Current organisational changes, including an expanded advisory role for district councils and college committees are described. Future directions include TAFE input into industry restructuring, serving government equity goals and the re-accreditation and articulation of TAFE vocational courses.

TD/NSW 12.43

West P
The fortunes of a youth employment program: the PEP program in Western Sydney's TAFE colleges. Armidale, New South Wales: Univeristy of New England, Faculty of Education, 1985, 37p., bibliography, tables, appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational alternatives; Transition programs; Youth employment

Minor Descriptors: Educational policy; TAFE colleges

Identifiers: Participation and Equity Program (PEP); Sydney

Abstract: This study examines the implementation of a youth education and training program in Western Sydney's TAFE colleges in 1985, within the context of general issues in policy making and educational policy under the Fraser and Hawke federal governments.

Postsecondary education in Western Sydney is outlined. TAFE colleges are described, together with the roles of the metropolitan PEP coordinator and the college PEP coordinators. PEP programs were found to be effective and the paper argues that traineeships and TAFE PEP cater to different types of people.

TD/NSW 12.44

Lindgren W
Child Care planning review. Sydney: New South Wales, Dept of Technical and Further Education, Planning Div, 1986, 84p., appendices, bibliography, tables.
ISBN 0724079475

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Child care occupations; Course evaluation; Educational facilities; Specifications; Strategic planning

Minor Descriptors: Enrolment; Population growth; Regional characteristics; TAFE colleges; TAFE teachers

Identifiers: Child Care

Abstract: This is the first review of facilities and staffing for the Division of Child Care in the School of General Studies. It demonstrates the need to consolidate facilities and provides a strategy for the development of the Division in the next decade. Accommodation, 1984, 1985 student data, staffing levels and courses were investigated. Prescriptions for determining where the course should be offered are outlined. Plans for facilities relate to student intakes, a viable course, standard plans, accommodation schedules, suggested college intakes and minimum staffing requirements.

TD/QLD 12.1

Queensland. Div of Technical and Further Education
1984 Annual statistical survey: State summaries. Brisbane: 1985, 158p., tables.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Enrolments; Expenditures; Personnel; TAFE courses; TAFE students; TAFE teachers

Minor Descriptors: Annual reports; Statistical data

Identifiers: Queensland

Abstract: A compilation of Queensland TAFE statistics for 1984; including a list of institutions and affiliated centres, enrolments by courses, correspondence, part-time and full-time enrolments, staff numbers and expenditure.

TD/QLD 12.2

Queensland. Div of Technical and Further Education
1985 Annual statistical survey: State summaries. Brisbane: 1986, 184p., tables.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Enrolments; Expenditures; Personnel; TAFE courses; TAFE students; TAFE teachers

Minor Descriptors: Annual reports; Statistical data

Identifiers: Queensland

Abstract: A compilation of Queensland TAFE statistics for 1985, including a list of institutions and affiliated centres, enrolments by courses, correspondence, part-time and full-time enrolments, staff numbers and expenditure.

TD/QLD 12.3

Reed M
A discussion paper on the use of the term 'module' in curriculum design in the Division of Technical and Further Education, Queensland. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1984, 8p., appendices.

Format: Mfiche
Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum design; Modular courses; TAFE

Minor Descriptors: Definitions

Identifiers: Queensland

Abstract: Various reasons have been suggested for the emerging trend towards modularisation of TAFE courses in Queensland. These range from recent Commonwealth and State Government reports, the direction provided by the Queensland TAFE philosophy, and more qualified and experienced TAFE staff especially in the field of curriculum design and development. While more and more courses are being developed on a modular course structure, it is apparent that a degree of confusion surrounds the use of the term 'module'. After examining the question of what exactly constitutes a module, this paper concludes that a modular course is one where rather than being based on units of time, the curriculum is broken into convenient units and is performance oriented aimed at producing a specified capability without it being necessary to complete an entire course.

TD/QLD 12.4

Long P R
Towards a model of institutional supports for part-time learners in postsecondary education: Case studies Ontario, Canada and Queensland, Australia. Toronto Canada: University of Toronto. Dept of Educational Theory, 1986, 345p., bibliography, appendices. (Unpublished doctoral thesis.)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Institutional environment; Part-time students; Postsecondary education; Student needs; TAFE colleges

Minor Descriptors: Services

Identifiers: Canada; Ontario; Queensland; Sheridan College of Applied Arts and Technology; South Brisbane College of TAFE

Abstract: Although part-time students constitute the bulk of students in post-secondary education, due to a variety of factors they are in danger of receiving an inferior education. This qualitative, descriptive study develops a 'Quality of Provision' model designed to assist post-secondary education institutions to support part-time students. The model's theoretical framework is derived from the literature on adult education. The basis for checking the assumptions of the model is an international comparative study of a College of Applied Arts and Technology in Ontario, Canada, and a College of Technical and Further Education in Queensland, Australia. The findings indicate that the model is a powerful analytical tool which could usefully describe the case studies and provide practical guidance to administrators seeking to support part-time students. A checklist of supports has been developed to assist practitioners. Adult part-time students in the case studies were seen to require special supports to help them overcome their sense of marginality within the institution. Political, financial, legal and structural constraints impacted upon part-time operations in the case studies and often prevented the appropriate institutional supports from operating. As a result of the findings, eleven recommendations are made to strengthen the institutional support to part-time students.

TD/QLD 12.5

Parsons P M

The implementation of TAFE curriculum in locations remote from the host institutions: report. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1985. 69p.
ISBN 072421710X.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Extension education; Off campus facilities; TAFE

Minor Descriptors: Continuing education centres; Questionnaires

Identifiers: Queensland

Abstract: This study documents the implementation of Queensland TAFE curricula in locations remote from the host institution. The study utilised a multiple site, structured case study approach. Questionnaires were administered to 167 students, and 31 teachers and administrative personnel were interviewed as were approximately half of the students. The study resulted in relevant findings regarding the current extent of offering of TAFE courses in remote locations, as well as findings concerning particular difficulties experienced by TAFE officers and students, and differences, variations and inconsistencies which may develop when courses are conducted in locations remote from the host institution. Based on these findings the study suggests strategies for the effective implementation of TAFE curricula in these locations.

TD/QLD 12.6

Phillips K

The teaching of mathematical topics in TAFE courses. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986. 41p., bibliography.
ISBN 0724217037.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Mathematics education; TAFE; Teacher attitudes; Teacher effectiveness

Minor Descriptors: Mathematical applications; Questionnaires; Technical mathematics

Identifiers: Queensland

Abstract: The objectives of this research project were to investigate the mathematical background of students, determine the sources from which students gain their knowledge, investigate the effects of learning strategies and environments, and investigate the attitudes of teachers and students in the vocational areas Carpentry, Fitting, Electronics, and Accounting. Teachers were interviewed and questionnaires were mailed to 115 first-year Carpentry apprentices, 115 first-year Fitting apprentices, 46 Electronics students and 24 Accounting students. The Fitting area had the widest range of students backgrounds. A comparison of syllabi indicated that some concepts required in apprenticeship courses are not covered before some students come to TAFE. Students were found to depend on the teacher in class and on the textbook as their major sources of information. Mathematics activities which were found to be related to high achievement in the subject where the mathematics is applied are teacher-centred teaching, relating new information to existing knowledge, teacher dependency, accepting and generating new ideas, and independent thinking.

TD/QLD 12.7

Eaton B R

The effects of organizational change on two TAFE teaching communities in Queensland. Brisbane: University of Queensland. Dept of Education, 1982. 157p., bibliography. (Thesis submitted in partial fulfilment of the requirements of the degree of Master of Educational Studies (Cultural Perspectives).)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Attitude change; Educational change; Organisational change; TAFE teachers; Teacher attitudes

Minor Descriptors: Questionnaires

Identifiers: Queensland

Abstract: This thesis is concerned with Technical and Further Education as an organizational system serving the needs of an existing and potential clientele. Based on the premise that all complex organizational systems are socially constructed, Imershein's theory of ethnoepistemology is used to analyse the effects of change within the technical vocational education (TAFE) system in Queensland. It is assumed that these changes were proposed because the existing provision was no longer adequately serving the needs of its clients. An intensive study is made of the ethnoparadigms or world views associated with several teacher groups in order to make comparisons with the proposed changes. In making this comparison, it is hypothesized that for these changes to be really effective in socially constructing an alternative organizational system which can better serve the needs of its clients, there needs to be a shift to a new ethnoparadigm or world view by the educational providers.

TD/QLD 12.8

Nelson J M

The advent of females in printing machining in Queensland and Northern Territory: an examination of a new area of female vocational entry. Armidale NSW: University of New England. Centre for Behavioural Studies in Education, 1986. 208p., bibliography, appendices. (Thesis submitted in partial fulfilment of the degree of Master of Ed ;cation.)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Employed women; Nontraditional occupations; Printing; Sex stereotypes; TAFE

Minor Descriptors: Questionnaires; Sex differences

Identifiers: Northern Territory; Queensland

Abstract: This exploratory study examines a recent phenomenon: the advent of females in a previously all-male printing trade, printing machining, with respect to female printing machinists in Queensland and Northern Territory. Two features of the study were the wide dispersion of female printing machinists in two sparsely populated states and the small number (nine) involved. These two features did not allow the use of some methods usually associated with exploratory studies such as participant observation. Research methods finally chosen were structured survey questionnaires, open-ended survey questionnaires and where possible both formal and informal interviews. The study revealed qualified support for female printing machining careers from all groups involved. Moreover, the mean of group estimates of future female numbers over ten years was approximately ten percent. However, although the study revealed that virtually all printing machining tasks undertaken by females were accomplished without any assistance from males, significant reservations regarding female strength capacity, career time spans and supervisory abilities were encountered.

The study concludes that the school has a role to play in facilitating mutual exchanges of perceptions between those involved in the issue of female entry, in providing models and strategies that facilitate equality of vocational opportunity and in challenging those perceptions, drawn from traditional gender considerations, that cannot be sustained once performances are observed.

TD/QLD 12.9

Mitchell D A

Assessment as part of evaluation. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1983. 17p. (Adapted from a paper given at a national conference on curriculum theory and practice in Armidale, February 5-8, 1982.)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum evaluation; Educational assessment; Student assessment; Testing

Minor Descriptors: Curriculum development; Learning; Measurement techniques

Abstract: Curriculum has come to mean the totality of the planned learning experiences in

an educational institution. The theme of this paper is that assessment is a very important part of the curriculum in that it is one of these planned learning experiences and it should go a long way towards reinforcing other planned learning experiences. The paper argues that assessment should be used to assist learning rather than as only a device to threaten, frighten, or cajole students into work or as a means of sorting students into categories for whatever purpose. Assessment also provides valuable information that may be used to improve curriculum.

TD/QLD 12.10

Stevenson J C
Offering TAFE courses and subjects to secondary school students. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1985. 13p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Cooperative programs; Educational alternatives; Educational cooperation; Secondary school students; TAFE

Minor Descriptors: Link courses; Vocational education; Work experience

Abstract: This paper begins by affirming the contribution of TAFE to the diversification of subjects available for postcompulsory secondary school students through its cooperative programmes for such students before identifying two objectives of these programmes which differ from those of traditional high school education at the year eleven and twelve levels. It then enumerates some of the advantages of joint TAFE/secondary programmes before addressing the mechanics of offering TAFE courses to secondary students. After examining several alternative models of joint TAFE/secondary cooperative programmes it concludes by suggesting guidelines for college principals to follow in selecting TAFE subjects for secondary students. According to the author the essential ingredient for longer programmes of this kind is to provide an education which gains credit in TAFE courses and has standing and acceptance within industry, commerce and the wider community.

TD/QLD 12.11

Queensland. Div of Technical and Further Education
Classification procedures manual for TAFE courses. Brisbane, 1986. 68p., tables, appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Classification; Courses; TAFE

Minor Descriptors: Guides; Methods

Identifiers: Stevenson J C

Abstract: Revised edition of work of the same name which was approved by the Conference of TAFE Directors and released in 1983. This edition has been prepared primarily to include examples of *Australian TAFE Courses Exemplifying Streams* taken from the report *National Consistency of Classification of TAFE Courses* prepared by J. Stevenson and P. Mountney in 1985. Definitions, information requirements, classification criteria and procedures are discussed. Because final decisions have not been made with regard to field classification, those sections dealing with fields have been omitted from this edition. It is anticipated that field classification will be dealt with in a separate manual. Although since the publication of the first edition of this manual a national system of award nomenclature for TAFE courses has been approved, changes in the nomenclature of course awards have not been incorporated in this revised edition.

TD/QLD 12.12

Parsons P M; Kreis K E
The participation of state secondary students in co-operative programs with TAFE: report. Brisbane: Queensland. Div of Technical and Further Education, 1985. 2v. (v.1-110p; v.2-113p.), appendices, tables.
ISBN 0724216162

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Cooperative programs; Educational cooperation; Secondary school students; TAFE

Minor Descriptors: Participation and Equity Program

Identifiers: Queensland

Abstract: This report discusses the findings of a survey which was distributed in July 1985 to all Queensland state secondary schools and state primary schools with secondary departments. The purpose of the survey was to obtain specific data on co-operative education programmes with TAFE offered in 1985 and those planned for 1986. Some 94% of the target population provided data on relevant co-operative education programmes. The major findings derived from analysis of the

data relate to the number of state secondary institutions and TAFE colleges conducting co-operative programmes, where and by whom the programmes were conducted, attitudes to and difficulties experienced with the programmes and reasons for non-participation. In conclusion a number of areas considered to require further investigation are identified.

TD/QLD 12.13

Burroughs P E

Red Deer College, an Alberta community college: its relevance for Technical and Further Education in Queensland. Edmonton Canada: University of Alberta, Dept of Educational Administration, 1984, 217p., bibliography, tables, appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Master of Education.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: College administration; Community colleges; Community cooperation; Cooperative programs; Organisational effectiveness

Minor Descriptors: College environment; TAFE colleges

Identifiers: Alberta; Canada; Queensland; Red Deer College

Abstract: The purpose of this study was to describe the administration and organisation of Red Deer College and to determine the features which are relevant for Queensland's colleges of Technical and Further Education. The systems model used by Konrad and Small in their study of postsecondary education consortia was used to guide this study in developing a profile of Red Deer College. The study examined the environment in which the college operates, the development of the college, the college mandate and the resources at its disposal, the processes that the college used to provide its services, and the services provided to the community by the college. From this profile of the college, judgements were made as to which of the college's policies and practices had a relevance for colleges of Technical and Further Education in Queensland. The study revealed that colleges in different countries experience many of the same administrative problems, but have developed alternative solutions to the problems. A study of these different solutions provides educational administrators with alternative solutions which may be adapted for use in their own system.

TD/QLD 12.14

Parsons P M

Index of courses listed on the Division of TAFE central computing facility as at the 1st January, 1986. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, 149p., tables.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Courses; Computer programs; Numerical control; TAFE

Minor Descriptors: Databases; Indexes; Recordkeeping

Identifiers: Queensland

Abstract: In order to facilitate effective location of course data multiple indexes have been generated. The indexes provide access to specific course data through sorted fields such as course number, course title, stream and field, Australian Standard Classification of Occupations (ASCO) and Queensland Career Information Index (QCII). The data which constitute these indexes are consistent with the central records held on the Division of TAFE central computing facility. The courses listed in these indexes are those which have *not* been identified as discontinued on the central computing facility. It is intended that these indexes will be distributed periodically.

TD/QLD 12.15

Queensland. Div of Technical and Further Education. Curriculum Branch for the Task Force

Women's access course resource directory. Brisbane, 1985, Looseleaf, xix, 312p., bibliographies. (A TAFE National Core Curriculum Project; Task Force convener Carol Fripp.)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Females; Women's education; Women's studies

Minor Descriptors: Access to education; Bibliographies; Directories; Filmographies; TAFE

Identifiers: Fripp C

Abstract: The aim of this directory is to provide an initial resource of personal and career development material related to women's position in society for teachers, curriculum developers and librarians involved with or interested in the area of women's education and training in TAFE. It is also intended that

the Resource Directory be a focal point for an interchange of information regarding teaching and learning resources between states and territories in Australia. The Directory is essentially divided into three parts. The first section comprises a national overview and a separate segment for each state and territory. The former groups a number of umbrella federal departments and national organisations and publications that are accessible to us all. Each state segment consists of a systems profile - or a description of the structure of technical and further education in that state as it relates to women's courses, the state TAFE's philosophy towards them, and a list of organisations and contacts that would provide a helpful resource network for local and regional educationalists, as well as generating information and comparison for those in other states. 'Pep Notes' have been included to broaden the networks and avoid duplication of effort and relevant materials. In the second section - the annotated bibliography - the items described are arranged under Australian Education Index subject headings. Audio-visual materials are also integrated under these headings, and follow the print resources in each case. Where possible (with videos and films, for example) it has been indicated where these are available either for purchase or borrowing. The third section - the unannotated bibliography - is a composite of titles that may not have been available for annotation during the project, or of material that is either peripheral, very recent or of the older classic or basic variety already believed to be in wide circulation. Both bibliographies are by no means comprehensive or definitive. They are a mix of what is already available within TAFE systems and what is fresh from publishers and distributors.

TD/QLD 12.16

McKneil J

The development, implementation and effectiveness of CN 569 Office Education Studies. Brisbane: Brisbane College of Advanced Education, Mount Gravatt Campus, 1981, 126p., appendices. (Dissertation submitted in partial fulfilment of the requirement for the Graduate Diploma of Educational Administration (TAFE)).

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Course evaluation; Office occupations education; Program evaluation; Questionnaires; TAFE

Minor Descriptors: Vocational education

Identifiers: Queensland

Abstract: The purpose of this research was to identify the problems associated with the development and implementation of the CN 569 Office Education Studies course and also to establish the effectiveness of this programme by the collection of facts and opinions from employers, past students and teaching staff by means of questionnaires. Although CN 569 was phased out and progressively replaced by the CN 040 Pre-Vocational Business Studies and CN 042 Pre-Employment Stenographic Studies courses from 1984, it is considered that the results of this research remain relevant.

TD/QLD 12.17

Queensland. Div of Technical and Further Education

Commonwealth recurrent grants program, 1985: TAFE designated grants expenditure proposals - Queensland. Brisbane, 1985, 42p., cover title: *A submission to the Commonwealth Tertiary Education Commission for recurrent funding for 1985.*

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Expenditures; Grants; State federal aid; TAFE

Minor Descriptors: Financial support

Identifiers: Queensland; Australia. Commonwealth Tertiary Education Commission

Abstract: This submission provides details of proposed expenditure during 1985 of Commonwealth designated grant funds. Details of objectives and proposed activities and expenditure for the Special Course Provision Grant, College Services Grant, Quality Improvement Grant and Management Grant are given.

TD/QLD 12.18

Queensland. Div of Technical and Further Education

Commonwealth recurrent grants program, 1986: TAFE designated grants expenditure proposals - Queensland. Brisbane, 1986, 45p., cover title: *A submission to the Commonwealth Tertiary Education Commission for recurrent funding for 1986.*

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Expenditures; Grants; State Federal aid; TAFE

Minor Descriptors: Financial support

Identifiers: Queensland; Australia. Commonwealth Tertiary Education Commission

Abstract: This submission provides details of proposed expenditure during 1986 of Commonwealth designated grants funds. Details of objectives and proposed activities and expenditure for the Special Course Provision Grant, College Services Grant, Quality Improvement Grant and Management Grant are given.

TD/QLD 12.19

Queensland. Div of Technical and Further Education

A submission to the committee established to assist the Commonwealth Tertiary Education Commission in reviewing existing arrangements for Commonwealth financial assistance to Technical and Further Education (TAFE). Brisbane, 1985, 109p., tables, figures; appendix. *A submission on the review of TAFE funding* by the Industry and Commerce Training Commission appended.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Administrative organisation; Educational finance; Financial support; State federal aid; TAFE

Minor Descriptors: Expenditures; Grants

Identifiers: Australia. Commonwealth Tertiary Education Commission; Queensland. Industry and Commerce Training Commission

Abstract: This submission begins by outlining developments occurring in TAFE in Queensland since 1974 and briefly describes the essential features of the joint funding of TAFE by the State and Commonwealth governments during this period and particularly since 1981. After attempting to show that Queensland's share of Commonwealth funding over this period has been less than equitable it suggest ways in which administrative arrangements for Commonwealth funding could be improved in the future. Detailed comments on the terms of reference of the committee and of certain issues raised by the committee are made and sixteen specific recommendations are listed and discussed.

TD/QLD 12.20

Bright A; Mitchell D A

Aptitude tests for TAFE students: description of tests that could be used to assess student abilities. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1983, 65p., appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Aptitude tests; Needs assessment; TAFE students

Minor Descriptors: Mathematics; Reading skills; Writing skills

Identifiers: Queensland; TAFE Mathematics Test; TAFE Reading Test; TAFE Writing Skills Survey

Abstract: This report introduces tests in reading, mathematics and writing which reflect the findings of research into the needs in those skills of students entering apprenticeship courses within TAFE in Queensland. By providing test items closely related to student needs as revealed in current research these tests answer the criticism that tests currently used have little relevance to student needs and, consequently, students are not motivated to complete such tests. Limited trialling of the tests has been carried out. This resulted in some modification of initial test items and test format. Further trialling is needed to establish a set of norms and to facilitate the development of test manuals. In addition to the tests in mathematics, reading, and writing developed by Queensland TAFE, the report examines some tests already developed and available commercially which are considered useful in assessing student aptitudes and which are in use by employers in their selection of personnel, particularly in the selection of apprentices. Part B of the report suggests how tests may be used for a particular purpose and examines their use with the Pre-Vocational Course in Construction and Engineering (CN 001) and the Pre-Vocational Business Studies Course (CN 040). In addition to the tests suggested for use in these courses, teachers are encouraged to make use of other tests which measure specific skills applicable to a particular trade area.

TD/QLD 12.21

Mitchell D A

Investigation and implementation of schemes for the improvement of assessment of students within TAFE; Report 1: issues, purposes, strategies, trends. Brisbane: Queensland. Div of

Technical and Further Education. Curriculum Branch, 1983, 96p., bibliography, appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Educational improvement; Evaluation; Formative evaluation; Student assessment; TAFE students; Testing

Minor Descriptors: Learning; Questionnaires

Identifiers: Queensland

Abstract: This is the first report of a study which sought to describe the current situation with regard to assessment of students in TAFE colleges in Queensland, examine the factors that have led to the situation, suggest a coherent theory of assessment consistent with the TAFE philosophy and with particular emphasis on formative assessment, investigate schemes to improve assessment in terms of the theory, and suggest strategies for implementation of the schemes for improvement. After identifying the problem, a brief review of relevant literature is provided, followed by the results of initial investigations and a list of recommendations for further action.

TD/QLD 12.22

Reed M

Study of modular course structures: improving access to TAFE courses in Queensland through different modes of course offerings; Progress report no. 1. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1984, 15p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Attendance; Course organisation; Curriculum design; Modular courses; TAFE

Minor Descriptors: Educationally disadvantaged

Identifiers: Queensland

Abstract: This document is a report on the first of four phases of a study examining ways in which access to TAFE courses in Queensland can be improved through changes in the modes of course offerings. The study focusses on determining whether this improvement in access can be achieved by changing course syllabuses from a structure which is predominantly subject centred to a structure based on a modular concept. It is anticipated that the flexibility inherent in the modular concept will enable courses to be offered in a manner which improves access to TAFE for the many social groups who presently experience difficulty in attending courses. This progress report on Phase 1 of the project provides an overview of the present situation in Queensland and forms the background for future phases of the project.

TD/QLD 12.23

Bowen W E

The development and implementation of the Queensland CN 008 course in the Practices of Urban Horticulture. Brisbane: Brisbane College of Advanced Education. Mount Gravatt Campus, 1983, 246p., bibliography, tables, figures, appendices. (Dissertation submitted to the Faculty of Education in partial fulfilment of the requirement for the Graduate Diploma in Educational Administration (TAFE)).

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Horticulture; Link courses; Nurseries (Horticulture); TAFE; Transition programs; Vocational education

Minor Descriptors: Curriculum design; Curriculum development; Prevocational education

Identifiers: Ithaca College of Technical and Further Education; Queensland

Abstract: This dissertation considers the events leading up to the decision to investigate the development of a course in the Practices of Urban Horticulture. It outlines the issues related to the initial implementation of the course by the Division of Technical and Further Education on a trial or pilot basis through the Ithaca College of Technical and Further Education, and the program which was subsequently developed. In considering the need for such a program, recognition is given to two initiatives on the part of Queensland Technical and Further Education. These are the Business Studies Course and the then Pre-Vocational (Trade Based) Course: Engineering/Construction. While the course in the Practices of Urban Horticulture has been offered as one of a variety of transition courses, the introduction of this full-time course represents a significant advance in an area where the Division of Technical and Further Education in Queensland has previously offered limited access. This study suggests that there are indications of acceptance of the course as one which will be recognised in its own right and one which will make a

valuable educational contribution to an area in need of a foundation upon which further development may proceed.

TD/SA 12.1

South Australia. Dept of Technical and Further Education. Policy Support Branch
An educational needs analysis for the Murraylands College of TAFE. Adelaide, 1985, 36p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities; Educational planning; TAFE; Vocational education

Identifiers: Murraylands College of TAFE; Pulsford T

Abstract: This document was prepared as part of the decision making process for providing additional facilities at Murray Bridge for the Murraylands College of TAFE. It defines a catchment area and discusses current and projected student enrolments and issues related to student enrolments for the catchment area.

TD/SA 12.2

South Australia. Dept of Technical and Further Education. Policy Support Branch
An educational needs analysis for the Western Branch of Eyre Peninsula College of TAFE at Ceduna. Adelaide 1985, 17p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities; Educational planning; TAFE; Vocational education

Identifiers: Eyre Peninsula College of TAFE; Craddock M

Abstract: This document was prepared as part of the decision-making process for providing additional facilities at Ceduna for the Eyre Peninsula College of TAFE. It defines a catchment area and discusses current and projected student enrolments and issues related to student enrolments for the catchment area.

TD/SA 12.3

South Australia. Dept of Technical and Further Education. Policy Support Branch
An educational needs analysis for the Millicent Branch of the South East College of TAFE at Millicent. Adelaide 1985, 27p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities; Educational planning; TAFE; Vocational education

Identifiers: South East College of TAFE; Seidel K

Abstract: This document was prepared as part of the decision-making process for providing additional facilities at Millicent for the South East College of TAFE. It defines a catchment area and discusses current and projected student enrolments and issues related to student enrolments for the catchment area.

TD/SA 12.4

South Australian Council of Technical and Further Education
First annual report of the South Australian Council of Technical and Further Education. Adelaide: South Australia. Dept of Technical and Further Education, 1986, 20p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational administration; Industrial training; TAFE

Minor Descriptors: TAFE colleges

Identifiers: Morris T L

Abstract: The annual report of SACOTAFE describes the role and structure of the Council and reviews its activities of 1985.

TD/SA 12.5

Mitchell R
SA AMES Counsellors' Workshop, Mintaro, September 1985. Adelaide: Adelaide College of Technical and Further Education. Adult Migrant Education Service, 1985, 92p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Counselling; Cross cultural training; Intercultural communication; Migrants

Minor Descriptors: Counsellor training; Migrant education

Identifiers: Society for Inter-cultural Education Training and Research

Abstract: The workshop booklet is a report of a conference held for counsellors in the SA

AMES. This conference took participants through a series of training exercises designed to develop not only knowledge and awareness of cross-cultural issues in counselling, but also skills in intercultural communication.

Each activity is described along with the participants' subjective response to it. Background material is also included, much of this being taken from SIETAR publications.

TD/SA 12.6

South Australian Council of Technical and Further Education
The role of individual colleges within TAFE; a report to the Minister of Education. Adelaide: South Australia. Dept of Technical and Further Education, 1984, 26p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: College administration; Institutional autonomy; Interaction; TAFE colleges

Abstract: This report was prepared by SACO-TAFE in response to a request from the Minister of Education. The Council initially distributed a discussion paper (TD 1068) and then prepared this report in the light of responses to the discussion paper. Specific recommendations assume top priority in the provision of balanced TAFE programmes for the whole state, emphasising a network and programme approach. Nevertheless, increased delegation of authority and responsibility to Colleges is envisaged. College Councils ultimately assuming a more significant role in the management of Colleges.

TD/SA 12.7

Kirk J P
Communications technology and TAFE in South Australia. Adelaide: South Australia. Dept of Technical and Further Education. Learning Resources Branch, 1986, 30p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Communications; Communications satellites; Distance education; TAFE; Telecommunications; Teleconferencing

Abstract: A discussion paper presenting a range of communications technology applications for both educational and administrative use by TAFE in South Australia.

Sub-titled 'bringing people together', the paper outlines the diverse operations of TAFE, and identifies a system of communications 'pathways' that would enable TAFE to provide greater access to its courses. Current and projected activities are presented, together with the likely implications (both methodological and organisational) of a comprehensive communications network. Both terrestrial and satellite technologies are outlined with their relative advantages and disadvantages for carrying a TAFE communications network.

Essentially a 'people-based' view of communications technology and TAFE, this paper aims to provide a basis for policy formulation.

TD/SA 12.8

Plumbing and Sheetmetal Trades Advisory Sub-Committee
Declared vocation of roof plumbing, proposal to the SA Building & Construction Industry Training Advisory Committee. Adelaide: South Australia. Dept of Labour, Training and Development Branch, 1985, 39p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Plumbing; Roofing; Occupational information; Trade courses

Identifiers: Industrial and Commercial Training Commission (SA); South Australian Building and Construction Industry Training Advisory Committee

Abstract: This report presents the findings of a survey into the manpower and training needs of roof plumbers, conducted in 1985, and presents a number of recommendations relating to the declaration of the vocation. Presented also is the proposed syllabus for the course.

In addition the supply and demand situation in the roof plumbing industry is examined.

TD/SA 12.9

South Australia. Dept of Technical and Further Education
Annual report of the Director-General of Technical and Further Education, 1984. Adelaide, 1986, 64p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Annual reports; Enrolment trends; Long range planning; Statistics; TAFE

Identifiers: South Australia

Abstract: The annual report of the Director-General reviews the activities of DTAFE and the various colleges for the preceding year as well as outlining future trends and developments. Enrolment and course statistics are included.

TD/SA 12.10

South Australia. Dept of Technical and Further Education. Policy Support Branch
The Riverland College of TAFE: a planning study. Adelaide, 1986. 140p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities; Education planning; TAFE; Vocational education

Identifiers: Riverland College of TAFE; Seidel K

Abstract: This report provides an educational brief for the Riverland College of TAFE. It includes an examination of enrolment trends, demand for new and existing courses, facilities requirements, and issues related to interstate co-operation. The report highlights the planning directions which most effectively serve the current and anticipated TAFE needs of the Riverland Community. A detailed statistical description of this community is also included.

TD/SA 12.11

Barton A R; Cannon R A; Linke R D
Deferment of entry into higher education. Adelaide: Tertiary Education Authority of South Australia, 1985. 118p.
ISBN 0724343652

Format: Hard Copy

Availability: R.A. Cannon, Advisory Centre for University Education, University of Adelaide, North Terrace, Adelaide, 5000

Price: $5.00

Major Descriptors: Academic achievement; College admission; College students; Higher education; Re-entry students

Identifiers: South Australia; University of Adelaide. Advisory Centre for University Education

Abstract: It became increasingly common during the 1970's for students to defer the formal commencement of their higher education studies by a year or two. Why students chose to defer and what the effects of deferment are on academic performance and personal development are among the aims of this study which looks at deferring students entering higher education courses from the South Australian matriculation examination in the years 1979 and 1980. Information was obtained by survey questionnaire and the results of formal assessment. In all, 4199 students were included in the surveys.

The analysis of data indicates that deferment acts as a filtering process in which female students from metropolitan areas and both male and female students from non-metropolitan areas are diverted from entering higher education. However, for the great majority of students who defer, deferment is perceived as valuable personal experience with relevance also to their ability to cope with subsequent academic studies. In terms of academic performance, as measured by weighted GPA scores across all subjects, deferring students consistently obtained higher scores than those who had enrolled directly from school. This level of performance was found at the system level, at the institutional level measured across all subject fields, and in every field of study measured across institutions. Moreover, these results occurred into the second year of studies.

For the great majority of students, therefore, deferment appears to provide an experience rewarding in itself and in its influence on their personal development and academic achievement.

TD/SA 12.12

Tippett P C
The impact of technological change as perceived by teaching staff in a technical and further education college. Perth: Western Australian Institute of Technology, 1985. 138p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Skill obsolescence; TAFE teachers; Technological change

Minor Descriptors: TAFE colleges

Identifiers: South Australia; South Australia. Dept of Technical and Further Education

Abstract: The study involved a 'case study' approach at a large TAFE college in South Australia. Key concepts relating to the new

technology and its effect on the TAFE teaching staff were defined and addressed in this study. These concepts related to the introduction of new technology at college level. A questionnaire was circulated and various staff members were interviewed. The study comments upon the influence of new technology in TAFE, focussing upon the effect of the lecturer's level of expertise, as well as its effect on existing curriculum documents. Other key areas include specialist teaching facilities, industrial liaison and student expectations. The data from the study was factor analysed and tabulated and conclusions and recommendations are made.

TD/SA 12.13

South Australia. Dept of Technical and Further Education
TAFE computing. Adelaide, 1986.

Format: Hard Copy; Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Computer assisted teaching; Computer oriented programs; Computer science education; Computers; Microcomputers; TAFE

Minor Descriptors: South Australia; TAFE colleges

Identifiers: Stapleton P

Abstract: A newsletter published at least three times per year produced by, and for TAFE staff members to inform of recent initiatives and trends in microcomputing within the Department. Contains news items, reviews and articles.

TD/SA 12.14

Automotive Conference, Kingston College of TAFE, O'Halloran Hill, SA, 1986. Report. Adelaide: Kingston College of TAFE, 1986. 37p.

Availability: SA TAFE Clearinghouse

Major Descriptors: Curriculum development; TAFE; Vocational education

Identifiers: Automotive engineering; South Australia; Brougham A; Fox A; Jenner J

Abstract: The report is based on talks and plenary sessions provided by speakers, group leaders and reporters at the 1986 Automotive Conference, held at Kingston College of TAFE on Friday 4 April 1986.

The Conference was designed to enable TAFE Automotive staff to share ideas, and consider new developments, ranging from policy and curriculum changes to teaching practices, new technology and new concepts in the automotive trade.

TD/SA 12.15

South Australia. Dept of Technical and Further Education. Curriculum Development Branch
Assisting students of non-English speaking backgrounds: a resource guide. Adelaide, 1985. 3v.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Counselling; Cross cultural training; Migrant adult education; Migrant programs; Resource materials

Minor Descriptors: TAFE

Identifiers: South Australia

Abstract: This resource guide is the product of a project conducted in the Curriculum Development Branch of DTAFE.

The guide was initially intended for use by staff in the Advanced English Programme for Migrants in their role as educational counsellors but was later revised for use by all DTAFE lecturers and counsellors who have contact with students of non-English speaking backgrounds.

The first volume comprises guidelines for counselling NESB students. These guidelines are based on interviews with staff from the programme and reflect successful practises adopted by those lecturers.

Volumes 2 and 3 together comprise a list of resources designed to meet the information needs of lecturers and counsellors who have responsibility for the educational and vocational counselling of students of non-English speaking backgrounds.

Volume 2 comprises principally references for lecturers and counsellors, for example, tertiary course directories, directories of social welfare services, and information on counselling processes. A few items deal with teaching practices for the cross-cultural classroom, while others are reports and curriculum documents from ESL programmes mounted interstate.

Volume 3 is a list of organisations and individuals that may be contacted to gain current relevant information on various services and to which students can be referred for further assistance.

TD/TAS 12.1

Oxley L; McPherson K; Miyaguchi R
Study skills course. Hobart: Tasmania. Adult Migrant Education, 1986, 18p.

Format: Interlibrary loan

Availability: TAS TAFE Clearinghouse

Major Descriptors: Listening skills; Reading skills; Study skills

Minor Descriptors: Course evaluation

Abstract: An evaluation of a 6 week part time course for migrants. The course was designed to give students the reading, listening and study skills needed to undertake study at a TAFE institution. The report includes timetables, program outlines, methods used and follow up activities. A bibliography of material used in each area is included.

Problems relating to the timing and split nature of the course are noted. The effects on fellow participants of irregular attendance by some students are documented. Difficulties arising from the use of overseas produced materials are pointed out. The shortage of suitable Australian materials especially in the area of listening skills is highlighted. Useful Australian materials are listed in the bibliography.

TD/TAS 12.2

Tasmanian Local Government Industry Training Committee
Corporate plan 1986/87. Hobart, 1986, 50p.

Format: Interlibrary loan

Availability: TAS TAFE Clearinghouse

Major Descriptors: Course descriptions; Educational needs; Management development; Training objectives

Minor Descriptors: Local government

Identifiers: Farley M

Abstract: The corporate plan sets out the rationale behind the programs of the Tasmanian Local Government Industry Training Committee. Three areas of training needs are pinpointed: training of elected representatives; training of management; training of specialist practioners.

Overall course outlines are included, including aims and objectives, timetabling, budgetting, staff commitments and travel details.

Detailed job specifications of some Centre staff are included together with proposed sources of income and projected expenditure.

Specific course details are given for: Bituminous Surfaced Pavements Small Area Failure Repairs; Development of local Government Resource Management Training Package; Community Development (a 1 day package course for councillors).

TD/TNC 12.1

Queensland. Div of Technical and Further Education. Curriculum Branch
Learning to learn in TAFE. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 96p.
ISBN 0863970974

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($15.95); Mfiche (Free)

Major Descriptors: Behaviour modification; Feedback; Intervention; Learning; Personality assessment

Identifiers: Nutting R

Abstract: This report details findings of a research study investigating intervention in student learning processes. The purpose of the research was to investigate the effects on student learning of use of an intervention program in learning processes, rather than use of a traditional intervention program concerned with educational content. The research was undertaken with students randomly selected from three prevocational courses in TAFE in Queensland. A quasi-experimental research design was used in order to ascribe as much as possible, any changes in student learning outcomes to the effect of the intervention program.

The intervention activities were based on personal construct psychology and in particular, the application of personal construct psychology in learning conversations! The psychological theory and applications are described.

The findings of the research were very promising. Students in the intervention program made significant gains, relative to other students, on three of the four measured variables. Implications of the findings for future research are suggested.

TD/TNC 12.2

Kennedy K J; Williamson J; Patterson C
Curriculum implementation in TAFE in Western Australia: two case studies. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 53p.
ISBN 0863971059

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($9.50); Mfiche (Free)

Major Descriptors: Curriculum development; Policy; TAFE

Minor Descriptors: Case studies

Identifiers: Implementation; Western Australia

Abstract: The objectives of the project were to prepare a series of case studies reflecting the process of curriculum implementation in TAFE; to examine the relevant aspects of curriculum implementation as they apply to selected areas of study in TAFE and to identify general issues related to the implementation of TAFE curricula.

TD/TNC 12.3

Parkinson K
A glossary of terms used in TAFE. Melbourne: Nelson Wadsworth, 1986, 167p.
ISBN 0863971210

Format: Hard Copy

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001)

Price: Hard Copy (Price on Application)

Major Descriptors: Definitions; Glossaries; Subject index terms; TAFE; Thesauri; Vocabulary; Vocational education

Minor Descriptors: TAFE teachers

Abstract: By a glossary of terms used in TAFE, two categories are implied:
. terms which apply uniquely to TAFE. These are usually easy to identify;
. terms used in education generally which either have a particular application to TAFE or which are common in TAFE literature and warrant special comment.

These latter are not so easy to identify and so a degree of judgment was required as to what should be included. In general, we have been guided by a combination of our own judgment of the literature and the advice of people who have responded to the various drafts.

One of the basic parameters within which this glossary has been developed is that the terms and their definitions should be consistent, where appropriate, with the Australian Thesaurus of Education Descriptors.

This publication will:
. assist TAFE across Australia generally to develop consistency in the use of terms;
. assist readers of TAFE publications in understanding the way that terms are being used;
. assist researchers and others in conducting machine-based searches of the literature.

TD/TNC 12.4

McBeath C
Curriculum decision making in TAFE. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 129p.
ISBN 0863971296

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($10.95); Mfiche (Free)

Major Descriptors: Curriculum development; Needs assessment; Organisational objectives; TAFE

Minor Descriptors: TAFE students; TAFE teachers

Abstract: Curriculum in TAFE is a relatively new field and one of developing concepts. This report is structured in such a way as to reflect the changing tone of thinking in Australia in recent years and an effort has been made to include issues and views which are not necessarily accepted officially in all States. This report is specific to TAFE curriculum development in Australia and will be of use to practising curriculum developers as well as curriculum managers responsible for shaping TAFE curriculum philosophy. The case studies and later chapters will also be useful to curriculum students and inexperienced curriculum developers beginning new projects.

TD/TNC 12.5

Sandery C; Hall W C
Annotated information technology resources for PEP teachers. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 39p.
ISBN 0863971377

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelsons PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($6.95); Mfiche (Free)

Major Descriptors: Bibliographies; Resource materials; TAFE teachers

Identifiers: Information technology; Participation and Equity Program

Abstract: This monograph is one of the outcomes of a project conducted by the Centre for the Youth Programs Branch of the Office of the TAFE Board of Victoria.

Each item in this document is numbered consecutively. There is extensive cross referencing, with an alphabetical author listing at the end of each section.

TD/TNC 12.6

Batrouney T J A
The national coordination of technical and further education. Adelaide: Australia. TAFE National Centre for Research and Development. 1985. 478p. (on 9 mfiche)

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Coordination; Educational finance; Government (Administrative body); National organisations; Participative decision making; Power structure; Resource allocation; TAFE

Minor Descriptors: Money management

Identifiers: Implementation; Weberian concepts

Abstract: This thesis analyses national coordinating agencies in TAFE in terms of their relationships with the Commonwealth Government and groups at State and institutional levels during the period 1973-1981. A literature survey was conducted of the different patterns in the coordination of tertiary education in England, the USA and Australia. A composite analytical framework was developed consisting Weberian concepts related to power, if ideology and of the definition of the situation. The general conclusion was reached that in performance of their powers and functions, national coordinating agencies in TAFE required the support of two groups. Those with the power of resource allocation (governments) and those with the power of implementation (groups at state and institutional levels) and that where support from either or both groups was not forthcoming, the coordinating agency was ineffective in performing these functions.

TD/TNC 12.7

Hall W C; Hayton G; Post M; Sandery C
Information technology curriculum development for participation and equity programs. Adelaide: Australia. TAFE National Centre for Research and Development. 1986. 141p.
ISBN 0863971458

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Business; Curriculum development; Finance occupations; Foreign countries; Retailing; Tourism

Minor Descriptors: TAFE teachers

Identifiers: Hospitality; Information technology; Initiatives; Participation and Equity Program

Abstract: This project was commissioned by the Youth Programs Branch of the Office of the TAFE Board to suggest ways in which information technology content (including its social implications) could be included in participation and equity programs (PEP). The study also provides information about similar initiatives overseas. The investigation used literature searches, questionnaires, interviews and observations as techniques. The study identified the 1985 level of information technology (IT) provision in PEP's, the level of use of IT in the areas of hospitality/tourism, retailing and business/finance and initiatives to provide IT training for similar target groups. This report describes the study and presents a curriculum framework for the provision of IT in PEPs.

TD/TNC 12.8

Econsult (Australia)
Employment and occupational trends in Victoria 1985-2000. Adelaide: Australia. TAFE National Centre for Research and Development. 1985. 296p. (appendices A to G on 5 mfiche).
ISBN 0863971539

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Employment patterns; Labour needs; Needs assessment; Occupations; Operations research; Prediction

Minor Descriptors: Organisational objectives; Program development; Research methodology; TAFE

Identifiers: Victoria; Langley P C

Abstract: The primary objective of this study is to provide the TAFE Board of Victoria with a set of occupational requirements projections for trade and technical groups for the period to the year 2000. This involved not only the provision of employment level, industry and occupation forecasts under various scenarios for the 1990s but also the development of a methodology for assessing and forecasting manpower requirements as a basis for meeting TAFE program planning requirements.

TD/TNC 12.9

Harland C; Marling T; Sellinger G
Toward effective training in remote areas. Adelaide: Australia. TAFE National Centre for Research and Development, 1986. 153p. ISBN 0863971695

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($24.95); Mfiche (Free)

Major Descriptors: Aboriginal community; Distance education; Skill development; Training

Identifiers: Trade based training; Northern Territory. Dept of Education

Abstract: There have been many attempts in the past four decades to give trade and skills training in remote Aboriginal communities. While limited skills have been imparted, none of these programs have produced qualified tradespersons. For the skills that have been gained by Aboriginal people, no accreditation or record has been kept to recognise or record any achievements. The review of Trade Based Training in remote communities which took over two years to complete, including pilot testing the recommendations of the review team, is the first step in establishing systematic trade training programs for Aboriginal people.

This document will provide the basis for further development of trade based training programs in remote Aboriginal communities. The pilot testing program results were most encouraging and indications are that, with some minor modifications, the recommended Modular Integrated Training System can provide programs leading to trade status where previous attempts have failed. There is much work to be done yet in formalising accreditation procedures, designing and producing curriculum materials, and implementing programs. The prospects for achieving an ongoing successful program are very encouraging.

TD/TNC 12.10

Anderson T; Jones N
The facilitation of curriculum research workshops in TAFE. Adelaide: Australia. TAFE National Centre for Research and Development, 1986. 102p. (see also TD/TNC 12.12) ISBN 0863971776

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001) Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($16.95); Mfiche (Free)

Major Descriptors: Curriculum research; Data analysis; Data collection; Research methodology; TAFE; Workshops

Minor Descriptors: Leadership qualities; Models; Testing; Values

Identifiers: Critical Incident Technique; DACUM; Delphi Technique; Facilitators; Nominal Group Technique; Search Conferences

Abstract: The process entailed in facilitating or leading workshops or seminars for technical and further education curriculum research were examined by a modified Delphi process (questionnaire with feedback of results to participants) followed by a two-day workshop. Participants in the study were all experienced curriculum development specialists with knowledge of one or more of the following group process methods: Search Conference, Nominal Group Technique, DACUM (developing a curriculum) and derivatives of DACUM, the Critical Incident Technique and other group discussion techniques. The study is a companion to the examination of curriculum research methods by the same authors titled: 'TAFE Curriculum research: a review of group process methods'. (TD/TNC 12.12)

The facilitator role is analysed in terms of the value orientations (preferences) and social rules (guides for action) used by experienced TAFE facilitators/group leaders.

The results show that the facilitation/group leadership process requires complex interpersonal skills including the ability to set clear directions in a non-authoritarian manner, the ability to negotiate flexibly with group members, to face and resolve conflict and to motivate groups. The social rules and value orientations adopted by the facilitators studied are presented in detail. A model is presented of the general stages and steps through which curriculum research workshops progress. The model describes the value orientations and social rules which appear appropriate to each stage. A guide to the selection of group process methods for curriculum research in vocational education is included.

TD/TNC 12.11

Magecan P; Parkinson K
Australian journal of TAFE research and development vol. 1 no. 2 1986. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 181p. (vol. 1, no. 2, 1986)
ISSN 0816-2018

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $7.00

Major Descriptors: Communication (thought transfer); Curriculum evaluation; Educational economics; Educational technology; Employment programs; Nontraditional occupations; TAFE teachers; Vocational education; Youth programs

Identifiers: Information technology centres; Panelbeating; Traineeships; Anderson M; Ausburn F; Ausburn L; Belcourt L; Carter W; Carthew D; Dusseldorp J; Edgar D; Fricker L; Hall W; Hatherly S; Hayton G; Hudson H; Keating M; Killen R; McBeath C; McKee A; Macleod G; Mansell J; Moran P; Nadarajah B; Pulsford T; Lakshmana Rao G; Sandery C; Spindler L; Taylor R; Thiering J; West P; Williams C

Abstract: This journal which is published twice a year, aims to provide articles based on TAFE research and development activities. It concentrates on summaries of current or recently completed research and reviews of research in areas of topical interest. In addition, there are occasional papers, abstracts, book reviews, details of coming events, reports of workshops and letters to the editor. The journal is aimed at serving the interest of TAFE teachers researchers and administrators and has an emphasis on research useful to them in their work. The second issue covers topics such as Educational Technology in TAFE, The Australian Traineeship system, the TAFE/higher education interface, Curriculum development, females in nontraditional trade, etc.

TD/TNC 12.12

Anderson T; Jones N
TAFE curriculum research: A review of group process methods. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 169p. (see also TD/TNC 12.10)
ISBN 0863971857

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($27.50); Mfiche (Free)

Major Descriptors: Conflict resolution; Curriculum design; Curriculum research; Data analysis; Data collection; Research methodology; TAFE; Vocational education

Minor Descriptors: Models; Occupational analysis; Strategic planning; Surveys; Testing; Values

Identifiers: Critical Incident Technique; DACUM; Delphi Technique; Force Field Analysis; Nominal Group Technique; Search Conferences

Abstract: This TAFE national project examines ways in which technical and further education curriculum research can be speeded-up in the data collection and analysis phases. After discussing the need for preliminary investigation the study describes and analyses the following research procedures: exploratory (qualitative) research, the Search Conference Method, the DACUM (developing a curriculum) Method and derivatives of DACUM, the Nominal Group Technique, the Delphi Method, the Critical Incident Technique and Force Field Analysis. The methods were chosen after reviewing the literature and research methods used in TAFE. Since these methods provide different perspectives on occupational analysis and therefore yield different types of data, some ways in which they can be used in combination are covered. A guide to the selection of the methods is provided.

The planning and implementation of curriculum group-process methods is summarised in terms of the value orientations (overarching principles which guide choices between alternatives) and social rules (practical guides for action) which a group facilitator may adopt. A model of the general stages and steps in planning and conducting curriculum research workshops is included. Some issues which arise in the use of group-process methods, such as strategies for 'conflict resolution', are highlighted.

TD/TNC 12.13

Eckersall K E; Hayes R L; O'Sullivan J J
A study of apprentice learning with respect to the impact of in-plant training centre experience and acceleration. Replication study. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 91p. plus appendices.
ISBN 086397161X

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($12.95); Mfiche (Free)

Major Descriptors: Apprenticeships; Electrical occupations; Fitting and machining; Longitudinal studies; On the job training; Trade courses; Training methods

Minor Descriptors: Technical occupations

Identifiers: Hawthorn Institute of Education

Abstract: This study replicates a similar one based on the 1983 apprentice intake in the fitting and machining, electrical, sheetmetal and motor mechanics trades, where a large sample was investigated to determine whether there were any differences in performance between apprentices trained in off-the-job, in-plant training centres and those trained on-the-job.

Using a 1984 intake sample of over 500 apprentices, and with the co-operation of 16 in-plant training centres and nine TAFE colleges this study attempted to confirm and consolidate the findings of the previous study.

Variation between nature and quality of training centre programs, training centre facilities, and training centre-TAFE college liaison were found to be very important influences on apprentices' learning.

This investigation is to be seen as part of a longitudinal study of apprentice training methods within the trades involved.

The study's results have implications for apprentice training policies of groups such as governments, private and government employers, training authorities, and the TAFE system.

TD/TNC 12.14

Macquarie University. Centre for Research in Education and Work

Education and labour force trends: a TAFE Data Base, 1986. Adelaide: Australia. TAFE National Centre for Research and Development, 1986. 112p.
ISBN 0863971938

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($18.50); Mfiche (Free)

Major Descriptors: Apprenticeships; Demography; Educational trends; Employment; Industrial education; Labour force; Labour market; Statistical data; TAFE; Trend analysis; Unemployment

Identifiers: Davis D; Peris P; Sweet R

Abstract: Education and Labour Force Trends is an attempt to take raw data on the labour market and on educational and demographic trends and convert them to useful information for those who work in the areas of education and employment.

This publication contains mainly time series data from August 1978 to August 1985, from the Australian Bureau of Statistics Labour Force Survey. Data for this Survey are obtained from interviews conducted monthly at about 33,000 dwellings in Australia. August was chosen as the month least likely to be affected by unusual labour force features (school leavers, etc.), and 1978 was chosen as the appropriate base year because it was in this year that the ABS obtained survey estimates by using a new sample and a revised questionnaire. This was done to provide more accurate and detailed information concerning the labour force. To have chosen any earlier year as a base year would have meant that complete comparability of estimates would not have been possible.

In keeping with ABS procedure all estimates presented in tables have been rounded to the nearest hundred, and suppressed if they are subject to sampling variability too high for most practical purposes. This is to ensure that unreliable estimates are not presented. This will of course be more of a problem with estimates from the smaller States where the sample sizes are not as large.

The publication is intended neither to report the results of original data collections nor to repeat primary data which are readily available elsewhere, such as aggregate national unemployment rates. It has two main sections: Labour Market Trends and Case Studies.

TD/TNC 12.15

New South Wales. Dept of Technical and Further Education. Women's Coordination Unit

Trading tradition: an evaluation of the experiences of female apprentices in male-dominated trades in the Hunter Region in New South Wales. Adelaide: Australia. TAFE National Centre for Research and Development, 1986. 128p.
ISBN 0863972012

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy (Price on application); Mfiche (Free)

Major Descriptors: Apprenticeships; Equal Opportunities (jobs); Females; Nontraditional occupations; Womens education

Minor Descriptors: Affirmative action; Sex fairness; Tokenism

Abstract: This report is an evaluation of measures taken in the Hunter Region of New South Wales to promote the entry of women into non-traditional trades, that is, of measures to overcome the significant problem of

a sex-segmented labour market and its associated vocational education system.

It is a valuable report in two ways. Firstly, it points to the necessity of including evaluative measures as an integral part of any strategy to achieve equal opportunity for women. Such strategies are still experimental. For future policy and practice we need to know more about what works, what doesn't and about the intended and unintended consequences of planned intervention in the labour market and the educational process.

Secondly, the findings of the report and its conclusions should be noted by those in education, training and employment spheres, for they have important implications for policy, for practice and for further research.

For a summary of this report see TD/TNC 12.19.

TD/TNC 12.16

Harris R; Barnes G; Haines B; Hobart B
Competency based vocational education: A continuing evaluation. Adelaide: Australia. TAFE National Centre for Research and Development, 1986. 129p. plus appendices.
ISBN 0863972098

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy (Price on application); Mfiche (Free)

Major Descriptors: Competency based education; Course evaluation; Individualised teaching; Program attitudes

Identifiers: Panelbeating; Croydon Park College of Technical and Further Education

Abstract: This report is concerned with a design, implementation and evaluation of a competency based vocational education (CBVE) program at Croydon Park College of TAFE (SA). The CBVE program in its second and third years of operation is analysed. Where possible, data are presented for the 1983 as well as the 1984 and 1985 student groups so that a comparative perspective may be gained. The overall conclusion from the evidence cited in this report is that the program continued to attract favourable response from its participants in terms of its actual operation, key characteristics and its effectiveness in producing higher quality practical work, but has not been able to maintain participant attitudes at the high levels reported in 1983.

TD/TNC 12.17

Brinkworth B J; Eckersall K E
Monitoring technological change. Adelaide: Australia. TAFE National Centre for Research and Development, 1985. 79p.
ISBN 086397128X

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($12.50); Mfiche (Free)

Major Descriptors: Construction industry; Furniture industry; Information sources; Information storage; Information utilisation; TAFE teachers; Technology transfer

Minor Descriptors: Questionnaires

Identifiers: Plastics industry; Hawthorn Institute of Education

Abstract: This project designed and piloted a scheme for monitoring trade/industry/commerce technological changes and reporting on them to TAFE teachers and Authorities.

A matrix of information categories was used to facilitate the collection and storage of information relevant to the building furniture and plastics industries. Monitoring involved extensive literature searches as well as industry network contacts by specialist technical monitors. From the information collected, items selected were presented in the form of an illustrated news bulletin, which was issued for evaluation to 430 trade and technician building studies teachers throughout Australia.

Responses to an accompanying questionnaire were encouraging but insufficient to form a basis for firm conclusions. An outline of the proposed total scheme is included with this report.

TD/TNC 12.18

New South Wales. Dept of Technical and Further Education. School of Mechanical Engineering
Computer integrated manufacture: directions, emphases, implications. Adelaide, Australia. TAFE National Centre for Research and Development, 1986. 52p.
ISBN 0863972179

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($8.50); Mfiche (Free)

Major Descriptors: Automation; Computer oriented programs; Cybernetics; Input output;

Man machine systems; Manufacturing industry; Programming; Systems approach

Minor Descriptors: Delphi technique; Instrumentation; Management systems; Problem solving; Technological change

Identifiers: Computer integrated manufacture; Robotics; Systems, Fluids and Automation Pty Ltd

Abstract: There is no generally accepted definition of what constitutes a Computer Integrated Manufacturing Operation. CIM is frequently seen as a forced join between a number of 'islands of automation', with the central problem being one of 'fitting the pieces together'. The term implies a 'binding together' of the discrete elements of manufacturing with the computer as the agent, or force for integration. The elements themselves need not be computerised, but their binding is. This seed grant report discusses the various components of a CIM system and the impact that integration is likely to have on Manufacturing Operations Management. Conclusions and recommendations relating to the future TAFE educational program in manufacturing are presented in the final chapter.

TD/TNC 12.19

New South Wales. Dept of Technical and Further Education. Women's Coordination Unit
Trading tradition: an evaluation of the experience of female apprentices in male-dominated trades in the Hunter Region in New South Wales. A Summary. Adelaide: Australia. TAFE National Centre for Research and Development, 1986. 24p.
ISBN 086397225X

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy (Price on application); Mfiche (Free)

Major Descriptors: Apprenticeships; Equal Opportunities (jobs); Females; Nontraditional occupations; Womens education

Minor Descriptors: Affirmative action; Sex fairness; Tokenism

Abstract: This is a summary of a research study on the experiences of female and to a lesser extent, male apprentices training in trades considered non-traditional for women in the Hunter Region of NSW in the early 1980's. The purpose of the study was to increase our understanding as TAFE teachers and policy makers of the specific problems that females face when entering male-dominated areas of trade training. This information will enable us to respond more effectively to their needs during training. (See TD/TNC 12.15 for full report.)

TD/VIC 12.1

Cullen Egan Dell Australia Pty Ltd
TAFE colleges corporate services (PACT staff) study. Melbourne: Victoria. TAFE Board, 1985. 3v.
ISBN 0724126635

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Administrative organisation; Ancilliary school services; Occupational information; TAFE colleges

Minor Descriptors: Library personnel; Management information systems; Questionnaires; Technical occupations

Identifiers: Ancilliary college services; Management information systems occupations; Victoria. Public Service Board

Abstract: The Consultants were employed to analyse the organisational arrangements for the delivery of corporate services in TAFE Colleges and develop proposals for the effective organisation of service functions, prepare ideal position descriptions for service positions and devise a classification structure for service staff in TAFE Colleges. The Consultants surveyed all TAFE Colleges in Victoria, unions and interest groups and interviewed a cross-section of service staff.

Volume 1 outlines the approach, findings and recommendations of the Consultants;

Volume 2 provides the position classification standards for the classification system proposed by the Consultants for TAFE College Service staff;

Volume 3 contains 64 ideal position descriptions for service staff in TAFE Colleges.

TD/VIC 12.2

Naylor C
TAFE PEP evaluation resource folder. Melbourne: Victoria. TAFE Board, 1985. 208p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Action research; Program evaluation; Student participation; Transition programs

Minor Descriptors: Questionnaires; Student attitudes; Teacher attitudes; Workshops

Identifiers: Articulation (Education); Participation and Equity Program

Abstract: The folder contains:

1) Methodological information concerning Action Research Evaluation;

2) An example of Action Research Evaluation in practice (Box Hill Phase 1 Evaluation);

3) Data produced for the Evaluation of links between PEP and mainstream TAFE in 4 Victorian Colleges;

4) Student Participation Section, including 'Student Voices' - The views of PEP students on the provision of Education they have experienced.

5) Two examples of one-day Evaluation Workshops.

The folder is aimed at assisting democratic, 'grass-roots' evaluation by teachers/departments who wish to use evaluation to improve practice.

TD/VIC 12.3

Greagg L

Teleconferencing in distance education: a literature survey. Melbourne: Royal Melbourne Institute of Technology. Victorian TAFE Off-Campus Network, 1985, 107p.
ISBN 086440847

Format: Hard Copy; Mfiche

Availability: Hard Copy (Victorian TAFE Off-Campus Network, 143 Franklin Street, Melbourne VIC 3000); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($6.00); Mfiche (Free)

Major Descriptors: Distance education; Literature reviews; Teleconferencing; Extension education

Minor Descriptors: Bibliographies; Dial access information systems; Program descriptions

Identifiers: Victorian Charlton Teleconferencing Pilot Project; Victorian Two-Way Radio Project

Abstract: A comprehensive survey covering available material on the use of the telephone in distance education. The material is treated chronologically and summaries are given. Begins with the pioneering work of the Open University and the University of Wisconsin, followed by the Swedish studies and concludes with Canadian and Australian work. Mention is made of the use of teleconferencing by administrators. Includes a section referring to sources covering psychological and behavioural variables, advisory handbooks and issues in teleconferencing. The following institutions are referred to: 1) University of Wisconsin - Extension; Educational Telephone Network (ETN); Statewide Extension Education Network (SEEN); 2) Open University - Cyclops system for transmitting visuals; 3) North London Telecommunications Project (1974); 4) University of Lund (Sweden); 5) University of Linkoping (Sweden); 6) Telehealth (Canada); 7) The Arctic Co-operative Limited; 8) Open Learning Institute (British Colombia); 9) Athabasca University; 10) Murdoch University; 11) Mitchell CAE (NSW); 12) Deakin University (VIC); 13) Victorian Country Education Projects (CEP); 14) Brisbane College of Advanced Education; 15) Queensland School Library Association.

TD/VIC 12.4

Levy M

Computer assisted language learning review project. Footscray Victoria: Footscray College of Technical and Further Education, 1986, 40p.
ISBN 0949172073

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Computer assisted teaching; Computer programs; English (Second Language); Evaluation

Minor Descriptors: Evaluation criteria

Identifiers: Computer Assisted Language Learning

Abstract: The purpose of this report is twofold: to describe and evaluate language learning software and courseware to help English as a Second Language teachers in TAFE to select computer materials; and to describe ways in which these materials may be effectively used with students.

The report is in two parts. Part One includes a discussion on ways of using the computer, a description of the types of program available and the results of trialling of materials with students at Footscray. Part Two contains a list of the criteria developed and used for the evaluation, twenty-six software package reviews and a description and evaluation of Plato courseware for reading and writing. Conclusions are given on the basis of the work.

Features a number of program packages that are not yet in Australia.

TD/VIC 12.5

Barnes J
Oral English: an investigation. Preston Victoria: Preston College of Technical and Further Education, 1986, 32, (56)p. includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Communication skills; Investigations; Oral English; Year 12

Minor Descriptors: Course descriptions; Course objectives; English (Second language); Interviews; Student assessment

Identifiers: Oracy; Tertiary Orientation Program

Abstract: This report is a survey of oral English practices in several departments at Preston College of TAFE, and in selected other institutions, examining in particular the relationship between oral and written English.

The report examines the teaching practices and course descriptions of the areas internal to Preston:

1) Tertiary Orientation Program English;
2) English as a Second Language;
3) Communication Skills;
4) Certificate English.

It also discusses course practices in three areas external to Preston:

1) Methodist Ladies College (Communications);
2) Eltham College (review of literacy needs - Secondary);
3) Monash University (education of English teachers);

The information about oral English practices includes:

1) a collection of course documents;
2) documents written by staff teaching in designated areas:
3) interviews with staff.

TD/VIC 12.6

Ashurst J G
Fleximode: An evaluation of fleximode in the Victorian TAFE Off-Campus Network in 1985. Melbourne: Royal Melbourne Institute of Technology, Victorian TAFE Off-Campus Network, 1986, 65, (23)p.
ISBN 0864440928

Format: Hard Copy; Mfiche

Availability: Hard Copy (Victorian TAFE Off-Campus Network, 143 Franklin Street, Melbourne VIC 3000); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($3.00); Mfiche (Free)

Major Descriptors: Distance education; Evaluation; Extension education; Student attitudes

Minor Descriptors: Accounting; Administration attitudes; Business education; Economics education; Interviews; Questionnaires; Teacher attitudes

Abstract: Fleximode, a preplanned combination of on and off-campus study for students, was pioneered in the United Kingdom. In Victoria fleximode operates by a combination of on-campus attendance of traditional classes and the use of off-campus materials. This study examines its operation within the context of four TAFE Colleges: 1) The School of Mines and Industries Ballarat; 2) Footscray College of TAFE; 3) Gordon Technical College; 4) Preston College of TAFE, as well as proposals for its operation within the Royal Melbourne Institute of Technology. This study mode is offered at the colleges across a variety of subject disciplines. A questionnaire was administered to students and interviews were conducted with classroom teachers and administrators.

The report includes: 1) origins and definitions of fleximode; 2) analysis of interview data; 3) analysis of student data; 4) demographic data; 5) conclusions. A copy of the interview schedule of questions and the student questionnaire are appended.

TD/VIC 12.7

Greagg L
Fleximode: a literature survey. Melbourne: Royal Melbourne Institute of Technology, Victorian TAFE Off-Campus Network, 1985, 16p.
ISBN 086444088X

Format: Hard Copy; Mfiche

Availability: Hard Copy (Victorian TAFE Off-Campus Network, 143 Franklin Street, Melbourne VIC 3000); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($1.00); Mfiche (Free)

Major Descriptors: Distance education; Extension education; Literature reviews

Identifiers: Barnet College of Further Education (Great Britain)

Abstract: A survey of the available material on a delivery system which combines on and off-campus studies. In Australia this is known as Fleximode. In Great Britain there are two modes: 1) Linked courses, which are linked to the one academic year; 2) Flexistudy courses which can be begun at any time during the academic year. The off-campus materials used in Great Britain largely come from the

National Extension College Cambridge, but other sources (e.g., Telecom) are used and some colleges commission their own materials. Contains sections on student selection, teaching strategies, comparison between teaching in a linked and a traditional course.

TD/VIC 12.8

Ashurst J G
An investigation into year 12 programs in Victorian TAFE. Melbourne: Royal Melbourne Institute of Technology, Victorian TAFE Off-Campus Network, 1986, 77p.
ISBN 084440855

Format: Hard Copy; Mfiche

Availability: Hard Copy (Victorian TAFE Off-Campus Network, 143 Franklin Street, Melbourne VIC 3000); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($5.00); Mfiche (Free)

Major Descriptors: Distance education; Investigations; Student characteristics; TAFE; Year 12

Minor Descriptors: Data analysis; Demography; Learning experience; Off Campus students; Tables

Identifiers: Higher School Certificate, Victoria; Tertiary Orientation Program

Abstract: The report covers the various methods of study at Year 12 or Year 12 equivalent courses in TAFE in Victoria: 1) HSC evening school; 2) HSC off-campus; 3) TOP part-time; 4) TOP full-time; 5) HSC day classes at the Council for Adult Education.

The report seeks to answer why students are studying a Year 12 course in TAFE, and what subjects they would like to study given a free and unencumbered choice.

Specific matters relating to off-campus study are also studied. These include why students study off-campus? What sort of learning strategy they prefer? What access they have to various items of educational equipment and the extent of their educational experience with that equipment.

The report concludes with very extensive analysis of the demographic data.

TD/VIC 12.9

Callaghan K
Speaking out! Self advocacy for intellectually disabled adults. Melbourne: Victoria. TAFE Board, 1985, 26p., appendices, bibliography.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Adult programs; Advocacy; Disabilities; Self esteem; Special education

Minor Descriptors: Civil rights; Daily living skills; Guides; Models; Questionnaires
Identifiers: Self advocacy

Abstract: The general principles of advocacy for the intellectually disabled are outlined, as well as types of advocacy currently in use. Self-advocacy, and the antecedents of the growing self-advocacy movement overseas are discussed, and relevant references and literature are incorporated. Includes: 1) statistical information concerning intellectually disabled enrolled in adult education units; 2) information on individual centres; 3) results of interviews with adults attending the centres; 4) outlines of organisational models in use in the United States of America; 5) recommendations. The report is accompanied by a loose leaf folder titled *Speaking Out: self advocacy* for use in developing self advocacy skills.

TD/VIC 12.10

Victoria. TAFE Board
Textiles for commerce. Melbourne, 1982, 52p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Clothing; Curriculum materials; Textiles education; Workbooks

Identifiers: Melbourne College of Textiles

Abstract: A workbook for participants in the Textiles for Commerce course conducted at the Melbourne College of Textiles. The text is divided into eight sections: 1) general overview of clothing and its manufacture; 2) textile fibres; 3) yarn types and structures; 4) woven fabrics; 5) knitting; 6) coloration and finishing; 7) testing; 8) care of textile products.

TD/VIC 12.11

Stephens J
Price of prejudice. Policies and practices concerning women teachers in secondary technical schools and TAFE colleges: an analysis. Collingwood Victoria: Technical Teachers Union of Victoria, 1985, 180p., bibliography.

Format: Hard Copy; Mfiche

Availability: Hard Copy (TTUV, 57 Keele Street, Collingwood VIC 3070); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($10.00; Free to TTUV members); Mfiche (Free)

Major Descriptors: Affirmative action; Equal opportunity (Jobs); Women teachers

Minor Descriptors: Personnel policy; Secondary School teachers; Sex discrimination; Sexual harassment; Tables; TAFE teachers; Unions

Abstract: The report analyses the position of women teachers in secondary technical schools and TAFE colleges and outlines various existing discriminatory practices. Covers: 1) current affirmative action projects; 2) explores the short and long term implications of different strategies; 3) the difficulties in applying the 'popularised' version of affirmative action within the teaching service as it is currently structured; 4) examines TTUV policy and recommends certain changes. An extensive bibliography is included.

TD/VIC 12.12

Millard J

Development of courses for post-trade training involving NC of Machine Tools. Melbourne: Victoria. TAFE Board, 1983. 22p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Manufacturing industry; Needs assessment; Numerical control; Occupational information

Minor Descriptors: College business relationship; Engineering education; Questionnaires; Technical education; Trade courses

Identifiers: Post trade training

Abstract: This report is divided into two parts. Part I is concerned solely with the middle level person associated with Numerical Control and Computer Numerical Control and what his role is in industry. Part II attempts to look at the overall picture of Computer Aided Manufacturing Engineering and to suggest what TAFE should be doing to help Australian industry survive in what is becoming a more competitive world.

Visits to users of NC and CNC machines, suppliers of NC machines and two consultants provided information on knowledge and abilities required by a NC programmer. This information formed the basis of a questionnaire sent to fifty firms and people associated with NC manufacturing. A further questionnaire was used to ascertain whether the industry would be prepared to have teachers in the factories for observation and/or hands on experience. Recommendations are included in the report.

TD/VIC 12.13

Quinn P

Numeracy ideas: for transition programmes. Melbourne: Victoria. TAFE Board, 1984. 51p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Compensatory education; Numeracy; Remedial mathematics; Teaching guides

Minor Descriptors: Basic skills; Prevocational education; Transition education

Abstract: Contains sections on: 1) Maths for use in prevocational and EPUY programs; 2) Games; 3) Maths assessment; 4) Sample units; 5) Maths of employment; 6) Lists of book suppliers and aids and equipment suppliers.

TD/VIC 12.14

Garward E

Staff development needs in TAFE: Implications at the regional level in Victoria based on a survey of a major provider. Armidale, New South Wales: University of New England, 1985. 216p. (unpublished thesis).

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Needs assessment; Staff development; TAFE

Minor Descriptors: Literature reviews; Questionnaires; State departments of education; Surveys; Tables

Identifiers: Gordon Technical College

Abstract: This study is set in the context of regionalisation of TAFE in Victoria and is based on a survey of staff development needs of a major TAFE provider in the Barwon South Western Region.

Two hundred and twelve returns from a survey of teaching and nonteaching staff at the Gordon Technical College are analysed. Priority needs are identified for several teaching departments and some support and administrative staff. A range of staff development delivery systems are examined. Implications for meeting those needs are considered at the college and regional levels and a range of issues associated with the planning of staff development are raised.

The special responsibilities of Regional TAFE Boards in regard to staff development are examined and a mechanism for establishing a regional staff development consortium is proposed as a component of a regional strategy plan for TAFE in Victoria.

TD/VIC 12.15

Wallbank G D
Basic Electronics Certificate: Learning units 1-15. Moorabbin Victoria: Moorabbin College of Technical and Further Education, 1984. (49, 35, 23, 36, 17, 44, 4, 14, 14, 72, 48, 18, 15, 17, 15)p.
Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Limited no. of hard copies

Major Descriptors: Curriculum materials; Electronics; Workbooks

Minor Descriptors: Electric circuits; Semiconductor devices

Abstract: These student workbooks cover the following learning units: 1) Basic DC Circuits; 2) Inductance and Inductors; 3) Capacitance and Capacitors; 4) Basic AC Circuits; 5) semiconductor Fundamentals; 6) Amplifier Principles; 7) Amplifier Applications; 8) Timing and Control; 9) DC Power Supplies; 10) Digital Fundamentals; 11) Digital Applications; 12) Microprocessor Systems; 13) Advanced Soldering; 14) Basic Test Equipment; 15) Basic Transducers.

TD/VIC 12.16

Victoria. TAFE Board
TAFE - Human resource development policy. Melbourne, 1985. 10p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Human resources; Policy; Position papers; Staff development; State departments of education; TAFE

Minor Descriptors: Equal opportunities (Jobs); Labour relations

Abstract: The TAFE Board in Victoria is committed to a soundly based resource development strategy. An integral part of this strategy is an ongoing human resource development plan designed to ensure the continual improvement of the quality and innovation of technical and further education in Victoria. The policy covers 1) philosophy; 2) principles; 3) funding; 4) responsibilities; 5) priorities/initiatives; 6) staff development; 7) provider based plan.

TD/VIC 12.17

Victoria. TAFE Board
Roles and responsibilities in the TAFE System. Melbourne, 1985. 4,(5)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Position papers; Responsibility; State departments of education; TAFE

Minor Descriptors: Administration responsibility; Planning; Policy

Abstract: The purpose of this document is to outline the roles and responsibilities of the TAFE Board, Regional TAFE Boards and TAFE providers in Victoria. It is not the intention of the document to provide a comprehensive statement on the future of technical and further education, however a clarification of the role of TAFE and its general structure will provide a context for the roles and responsibilities as outlined in the document.

TD/VIC 12.18

Victoria. TAFE Board
Review of TAFE teacher training: a report prepared for the chairman of the TAFE Board. Melbourne, 1985. 59,(10)p. includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Research reports; Schools of education; TAFE teachers; Teacher education

Minor Descriptors: Educational legislation; Professional development; Teacher recruitment

Identifiers: Hawthorn Institute of Education

Abstract: The recent implementation of the TAFE Teaching Service brought into focus once again, at TAFE Board and College level, the critical importance to the TAFE system of a highly skilled professional teaching force, particularly at a time when new government reports and policy initiatives will make a significant impact on TAFE and its resources. The terms of reference were broad and far ranging, and led the committee to focus on a system wide perspective, rather than com-

ment in detail on specific training programs. Industrial matters were not addressed as these were outside the terms of reference. Submissions were sought from interested parties, these were analysed and follow up interviews were conducted. The following areas were reviewed: 1) TAFE Teacher training and the TAFE system; 2) TTT, TAFE Teaching Service and other legislation; 3) TTT, particularly trainees and programs; 4) TTT, training providers and TAFE providers; 5) TTT, attendance patterns and delivery of training; 6) TTT and funding arrangements; 7) TTT and government policy initiatives. Includes recommendations.

TD/VIC 12.19

Webster B
Review of literature on apprenticeship with emphasis on Victoria. Melbourne: Victoria. Dept of Employment and Industrial Affairs, 1985, 34p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Literature reviews; TAFE

Minor Descriptors: Bibliographies; History; Skilled occupations; Trade courses

Identifiers: Victoria; Industrial Training Commission of Victoria

Abstract: Paper covers the most important articles on apprenticeship in Australia and overseas. It includes the history of apprenticeship, the dates of main changes to apprenticeship in Victoria, the financing of apprentice training and commonly cited problems with apprenticeship. The latter are classified into economic problems, educational problems and problems of equal access.

TD/VIC 12.20

Beincourt P; Daniel S; Saunders D
A report on Accounting package evaluation. Frankston Victoria: Frankston College of Technical and Further Education, 1985, 42p. appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Accounting; Business education; Computer programs; Selection

Minor Descriptors: Evaluation criteria; Staff development; Teaching methods

Identifiers: Preston College of TAFE

Abstract: This report summarises an investigation and evaluation of accounting computer packages carried out jointly by staff from the Business Studies Departments of the Frankston College of TAFE and Preston College of TAFE. It covers four aspects of computerised accounting evaluation and implementation:

1) an outline of a selection criteria for accounting packages, followed by a detailed evaluation of several packages chosen to suit TAFE colleges;

2) some alternative approaches to teaching with computers is present, followed by some examples of applications that could be developed into student assignments and case studies using computer packages;

3) a description of suitable courseware and references;

4) recommendations on staff inservice to achieve a successful introduction of accounting packages into TAFE courses. The report concludes with several recommendations in each of the above areas.

TD/VIC 12.21

Quinn P J
Evaluation of the Farm Trades apprenticeship in Victoria. Ballarat Victoria: School of Mines and Industries Ballarat, 1985, 26,(18)p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Course evaluation; Farm occupations

Minor Descriptors: Employer attitudes; Interviews; Student attitudes; Teacher attitudes

Identifiers: Shepparton College of Technical and Further Education

Abstract: This course evaluation was carried out by the School of Mines and Industries Ballarat and Shepparton College of TAFE and was funded by a Designated Grant from the Office of the TAFE Board. The evaluation was split into five sections: 1) discussions with teaching staff; 2) survey of farm apprentices; 3) survey of employers; 4) discussion with some Farm Trades Advisory committees; 5) consultative group consisting on OTB field manager, senate group and project team. The report contains details of the results of these surveys and includes twenty four recommendations. Appendices contain reports from the two colleges involved in the evaluation, questionnaires and discussion documents.

TD/VIC 12.22

Donoghue E

. . . With kids on your mind: Child care needs of workers in TAFE. Collingwood Victoria: Technical Teachers Union of Victoria, 1985. 130p.

Format: Hard Copy

Availability: Technical Teachers Union of Victoria, 57 Keele Street, Collingwood VIC 3070

Price: Free to all members and affiliates

Major Descriptors: Day care centres; Employed women; Needs assessment; TAFE teachers

Minor Descriptors: Employed parents; Employer supported day care; TAFE colleges

Identifiers: Ancilliary college personnel

Abstract: The project's brief was to examine and document the extent of any unmet need for child care in Victorian TAFE colleges; and to investigate possible sources of funding for child care services in TAFE.

Existing child care provision in each local government area relating to a TAFE college was surveyed and then a questionnaire was developed and distributed to all college employees. Of the 683 responses included in the sample, 524 were from people who said that they would use a campus-sponsored/based child care centre. The data was analysed by gender occupation, parental status and workforce participation. The conclusion was that there is a substantial need for work-related child care facilities in Victorian TAFE colleges.

TD/VIC 12.23

McLennan B; Taylor M

T.O.P oral English programme. Hawthorn Victoria: Swinburne College of Technical and Further Education, 1984. 37p., appendices, bibliography.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Communication skills; Course content; Oral English; Year 12

Minor Descriptors: English curriculum; Listening comprehension; Speech skills; Student assessment; Teaching guides

Identifiers: Tertiary Orientation Program

Abstract: This Oral English course was written to form part of the Tertiary Orientation Program (Year 12) English course; but could be adopted to form an entire Oral English subject at that level. The authors have attempted to be definitive in the structure of the course and hope that teachers can adapt it to suit their own course content. Likewise with assessment, they have not been prescriptive but have suggested a number of methods to ensure that it is continuous and varied. The suggested tasks within this course assume student access to a range of audio visual resources; but do generally take place within the classroom. Includes: 1) course aims and content; 2) Oral English Project; 3) assessment checklists for teacher; 4) self-assessment checklists for student. Appendices contain material for use in the classroom, including: 1) poetry; 2) non-verbal techniques; 3) mimes; 4) role playing; 5) talks; 6) interview questions; 7) questioning checklist; etc.

TD/VIC 12.24

Lechte J

PEP in TAFE: What does it mean? What can it mean. Melbourne: Victoria. TAFE Board, 1985. 15p. bibliography.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (Occasional Paper No. 1)

Major Descriptors: Education work relationship; Equal education; Youth opportunities

Identifiers: Participation and Equity Program

Abstract: This paper is intended to clarify some of the issues and difficulties associated with understanding the Participation and Equity Program in TAFE. In particular it attempts to locate the program in the wider historical context of participation and equity in education and society at large. The paper is the first of a proposed series of occasional papers dealing with issues concerning PEP and other youth programs in TAFE. The view expressed in this paper are the personal opinions of the author and should not be considered to represent the position of the TAFE Board, Victoria.

TD/VIC 12.25

Lechte J

The effect of technology on work and the labour market. Melbourne: Victoria. TAFE Board, 1985. 40p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (Occasional Paper No. 2)

Major Descriptors: Education and work relationship; Labour market; Technological change; Youth employment

Minor Descriptors: Computers; Females; Opinion papers; Part time employment; Technology

Abstract: This paper is the second in a series of occasional papers dealing with issues concerning the Participation and Equity Program and other youth programs in technical and further education. The paper looks at the effect of technology on work and the teenage labour market and the implications of this for TAFE. The paper discusses: 1) the nature of computers; 2) computers and work; 3) a post-service society; 4) teenage part-time employment; 5) teenage full-time employment; 6) technology and the imminent collapse of the teenage labour market. The views expressed in this paper are the personal opinions of the author and should not be considered to represent the position of the TAFE Board,. Victoria.

TD/VIC 12.26

Crane M

Career development for female staff at the Gordon Technical College. Geelong Victoria: Gordon Technical College, 1985, 61p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Ancilliary School Services; Employed women; Equal opportunity (Jobs); Promotion (Occupational); Teacher promotion

Minor Descriptors: Interviews; Personnel data; Profiles; Questionnaires; Staff development; TAFE colleges

Abstract: This report presents the findings of the Equal Opportunity Officer's investigation of the career opportunities for both teaching and PACT (Professional, Administrative, Clerical, Computing and Technical) female staff at the Gordon Technical College. The report documents the following: 1) methodology; 2) profile of participants; 3) career opportunities; 4) staff development; 5) position of women in the college; 6) career paths; 7) limitations to the report; 8) conclusions and recommendations.

TD/VIC 12.27

Nichols R

Computer quoting survey. Richmond Victoria: Richmond College of Technical and Further Education, 1985, 15,(7)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Business skills; Computer programs; Cost estimates; Motor vehicles

Minor Descriptors: Apprenticeships; Course descriptions; Selection; Surveys; Teaching guides

Identifiers: Auto body repairers; Panelbeating

Abstract: This report has been prepared in an endeavour to bring some awareness of the concept of computer quoting to Panel Beating apprentices and qualified tradesmen. An exhaustive survey has been undertaken to find the extent of computer quoting as it currently exists in Australia. The purpose was to select the most appropriate systems for use in teaching Computer Quoting at Richmond College of TAFE. The following computer quoting systems were evaluated: 1) Compuquote; 2) Autoquote; 3) Blackhawk 2001; 4) Microquote; 5) Easyquote. The report recommends three of the systems for teaching purposes: 1) Autoquote; 2) Microquote; 3) Easyquote. The report is accompanied by the syllabus document *Panel Beating: Computer Quoting.*

TD/VIC 12.28

Rea C; McKenzie P; Nicholls D G

Use of computers in basic literacy and numeracy programs for adults. Frankston Victoria: Frankston College of Technical and Further Education, 1985, 115p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Adult basic education; Computer assisted teaching; Computer programs; Teaching methods; Use studies

Minor Descriptors: Adult literacy; Numeracy; Teacher developed materials; Teaching guides

Abstract: As an ongoing project, a questionnaire, directed to programs catering for the target group, was compiled, trialled, then distributed to all TAFE colleges in Victoria, Adult Learning Centres and major TAFE colleges in other states. The questionnaire requested information on: 1) type of computers each program had access to; 2) software used in the program; 3) suitability and effectiveness. The survey revealed how few basic literacy

and numeracy programs had access to computers. Results from the questionnaires were collated, conclusions were reached and are included in the report. Part One written and compiled by Cherry Rea covered: 1) methodology; 2) survey and results; 3) approaches to using computers in teaching literacy; 4) an overview of computer user groups and magazines; 5) commercial software; 6) future projects. Part Two is a paper written by Peter McKenzie *A sample program in Basic for adult numeracy students*. Part Three is a paper written by D. G. Nicholls *ING & Plural: and other logo programs for remedial education*. The appendices contain two papers by D. G. Nicholls: 1) *ING & Plural: a set of logo procedures to help remedial spelling education*; 2) *ING: a tutorial to develop logo procedures for spelling*.

TD/VIC 12.29

Preston College of TAFE
Youth work training needs. Preston Victoria, 1984, 30p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Needs assessment; Social workers; Vocational education; Youth agencies

Minor Descriptors: Job training; Occupational information; TAFE; Youth

Identifiers: Youth workers

Abstract: The intention of this report is to present an overview of youth related human services delivery, the type of training that is currently offered to equip people for employment in the field, and training options that it may be appropriate for TAFE in Victoria to pursue. The report is the result of investigations carried out during 1984 by the Research and Development Department, the Curriculum Support Unit, and the Training Service Department at Preston College of TAFE with the support of a Particular Purpose Grant shared with Gordon Technical College, Geelong. In discussions with the Gordon College, it was decided that the Geelong project would have a specific and regional training orientation, whilst the Preston Project should attempt a broader view of training needs within a wider interpretation of youth related human services. The methodological approach has been to collect existing recent research reports about the 'Youth Welfare' field and related areas and to attempt a synthesis of research findings. Open interviews with key personnel in welfare education, welfare professional associations, policy administrators and the employment of 'Youth Welfare' personnel were conducted in order to develop an impressionistic picture of the 'Youth Welfare' field.

TD/VIC 12.30

Richetti A
Victorian TAFE PEP participant census. Melbourne: Victoria. TAFE Board, 1985, 19,(4)p., bibliography.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Census figures; Educationally disadvantaged; Participant characteristics; Transition programs

Minor Descriptors: Cultural background; Social background; Tables; TAFE

Identifiers: Participation and Equity Program; Lechte J; Lochert P

Abstract: TAFE in 1985 introduced a number of new transition programs under the Participation and Equity Program to replace TAFE transition Advisory Committee (TEAC) programs such as the EPUY, PVC and the Special Projects and Special Group Program. The PEP guidelines stipulated that the new program must focus on providing equal outcomes and an increase in participation for those in the community that are most disadvantaged and in need. PEP has developed programs that could be categorised by the following six types: 1) Aboriginal programs; 2) ethnic/migrant programs; 3) disabled persons programs; 4) general programs; 5) womens' programs 6) isolated youth programs. The census sought responses from participants in eighty three programs and sub-programs, seventy three had responded at the time of writing the report. Unfortunately, the other ten projects which have not taken part in this survey will skew subsequent findings dramatically, more so for those programs with fewer projects, i.e. Aboriginal, ethnic, and isolated youth programs. The survey provides details on participants sex, age, ethnic background, social background, educational attainment, access to programs, unemployment and work patterns, sources of income, etc.

TD/VIC 12.31

Australian National Core Curriculum (Child Care) Project. Task Force
Australian National Core Curriculum for certificate courses in Child Care studies. Preston, Victoria, 1984, 224p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Child care occupations; Competence; Core curriculum; Course descriptions

Minor Descriptors: Competence based education; Curriculum development

Abstract: Documents: 1) the background to the development of the Australian National Core Curriculum (Child Care) project; 2) methodology for the development of the National Core Curricula; 3) job definitions for child care graduates; 4) description of competencies required for child care graduates; 5) certification; 6) assessment; 7) outlines for major fields of study. The major fields of study include: 1) field placement; 2) early childhood development; 3) principles and practices of caregiving and education; 4) neonatal care; 5) family and society; 6) professional development; 7) communications.

TD/VIC 12.32

Lowery G

Women at Box Hill College of TAFE. Box Hill, Victoria: Box Hill College of Technical and Further Education. Women's Learning Centre. 1985. 147p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Employed women; Equal opportunities (Jobs); Mergers; TAFE colleges; Women teachers

Minor Descriptors: Affirmative action; Attitudes; Employed women; Equal education; Sex discrimination; Staff development; Tables; Womens education

Identifiers: Ancilliary college personnel

Abstract: In 1984, the Women's Learning Centre, Box Hill College of TAFE received funding for an Equal Opportunity Research Project to: 1) determine the barriers that women and girls face in employment and education in the college environment; 2) formulate recommendations in line with current equal opportunity initiative, and government legislation.

The information process entailed: 1) conducting and interview program; 2) gathering statistics; 3) examining policies and practices.

Research revealed that systematic discrimination existed in both the education and employment sectors. Women were clustered into a barrow of occupations and severely under represented in management due to wide range of barriers.

In education females are poorly represented in the majority of mainstream courses offered.

TD/VIC 12.33

Blissland J M; Pittaway C

Picture books to grow on: an annotated bibliography of non-sexist picturebooks. Prahran, Victoria: Prahran College of Technical and Further Education. Child Care Dept. 1985. 308p.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Judy Blissland/Teresa Sheck, Child Care Dept. Prahran College of TAFE, 141 High Street, Prahran VIC 3181. Ph: (03) 52 9778); Mfiche (VIC TAFE Clearinghouse)

Price: Free

Major Descriptors: Annotated bibliographies; Childrens literature; Picture books; Sex bias

Abstract: This annotated bibliography of over 200 non-sexist childrens picture books is arranged alphabetically by the authors' surname. Each title is presented using the following categories: 1) text; 2) illustration; 3) plot; 4) plot evaluation; 5) characterization; 6) sex role images; 7) theme; 8) recommendation. Contains a title index and theme index.

TD/VIC 12.34

JKS Consulting Pty Ltd

Study of the provision of TAFE Secretarial Studies training in Victoria. Melbourne, Victoria. TAFE Board, 1983, 244p. includes appendices, bibliography.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Field research; Occupational information; Office occupations education; Relevance (Education); TAFE

Minor Descriptors: Educational background; Employer attitudes; Literature reviews; Participant characteristics; Questionnaires; Student attitudes; Tables

Identifiers: Student background

Abstract: The Consultants undertook a review of Secretarial Studies in technical and further education colleges in Victoria, for the TAFE Board, Victoria. The study area of secretarial was described as consisting of the following streams: 1) bookkeeper/typist; 2) secretarial; 3) pre-employment. The findings indicate that

within TAFE colleges there is a strong (though as yet uncoordinated) movement towards reviewing programs in these areas. Opinions were sought from students, ex-students, and employers. The report details: 1) an overview of the study's general objective and specific objectives; 2) review of related literature; 3) the study sample, questionnaires, data collection and job description survey; 4) findings.

This report was commissioned by the TAFE Board, Victoria. It does not necessarily represent the Board's view.

TD/VIC 12.35

Juchnowski M
Incorporating multiculturalism into Child Care courses: a guide for teachers. Melbourne, Victoria. TAFE Board, 1985. 25p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Child care occupations; Curriculum improvement; Multicultural education

Minor Descriptors: Course content; Course objectives; Educational policy; Equal education; Staff development

Identifiers: Child Care Education

Abstract: The TAFE Multicultural Education Policy (Victoria) stresses, TAFE's commitment to providing education which reflects a multicultural society. It further recognizes the need to develop positive strategies for this to be achieved. This document attempts to incorporate these principles into the existing Child Care curriculum. The major recommendation is that accredited Child Care courses are formally altered to include the multicultural perspective as outlined in this report. Following the introduction the report details the six recommendations: 1) Policy; 2) Curriculum; 3) Student selection; 4) E.S.L Support of non-English speaking students; 5) Assessment; 6) Staff development.

TD/VIC 12.36

Dandenong College of Technical and Further Education
Engineering Computations 1A (1985): teacher resource book. Dandenong, Victoria, 1985. (6, 18, 10, 16, 12, 10, 19)p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Computation; Engineering; Mathematical applications; Problem sets

Minor Descriptors: Algebra; Curriculum guides; Trigonometry

Abstract: This teacher resource book contains a collection of problems suitable for use with the Engineering Computations 1A syllabus. The book is arranged under the following topics:

1) Calculators; 2) Algebra; 3) Mensuration; 4) Logarithms and Indices; 5) Graphs; 6) Geometry; 7) Trigonometry.

Answers are provided at the end of each topic.

TD/VIC 12.37

Dandenong College of Technical and Further Education
Engineering Computations 1B (1985): teacher resources book. Dandenong, Victoria, 1985. (18, 17, 23, 18, 44, 11)p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Computation; Engineering; Mathematical applications; Problem sets

Minor Descriptors: Algebra; Curriculum guides; Statistics; Trigonometry

Abstract: This teacher resource book contains a collection of problems suitable for use with the Engineering Computations 1B syllabus. The book is arranged under the following topics:

1) Algebra; 2) Logarithms and Indices; 3) Simultaneous equations; 4) Statistics; 5) Trigonometry; 6a) Progression series; 6b) Rate of change and summations.

Answers are provided at the end of each topic.

TD/VIC 12.38

Aldous D E; Cantrill R J
Consumer enquiries into recreation Horticulture. Burnley, Victoria: Victorian College of Agriculture and Horticulture. Burnley Campus, 1984. 44p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Continuing education; Horticulture; Needs assessment; Recreation

Minor Descriptors: Data analysis; Ornamental horticulture; Tables

Identifiers: Victoria. Dept of Agriculture. Garden Advisory Service

Abstract: In 1982 a consumer survey was carried out to determine the horticultural needs of community based recreation horticulture in metropolitan Melbourne. Enquiries were randomly selected from the 1978-82 records of technical officers attached to the Garden Advisory Service, Victorian Department of Agriculture. The objectives of this survey were to document the range, diversity and seasonal trends of horticultural enquiries, to provide extension advice on these enquiries and to suggest methods by which ornamental educational programs could be made available to the urban community. Two papers are presented: 1) *a study of consumer enquiries and educational needs for recreation horticulture within metropolitan Melbourne*; 2) *consumer study into recreation horticulture enquiries within metropolitan Melbourne - findings and recommendations.*

TD/VIC 12.39

Victorian Association of TAFE College Librarians; Library Association of Australia. University and College Libraries Section
TAFE libraries and educational change - accepting the challenge: conference report. Melbourne, 1986. 120p.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Bookshop, Broadmeadows College of TAFE, PO Box 299, Glenroy VIC 3046); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($10.00); Mfiche (Free)

Major Descriptors: College libraries; Conference proceedings; TAFE colleges; Technological change

Minor Descriptors: Library role; Library standards

Identifiers: TAFE College Libraries

Abstract: Proceedings of a conference held on 4th - 6th September, 1985 at Geelong, Victoria. Keynote speaker John M Grant presented a paper on the conference theme. Papers were contributed on four themes by the following speakers: Theme I - *TAFE libraries in the College*: Rhona Denyer (*Which role?*) and Ken Brauhert; Theme II - *TAFE libraries and technological change*: Bob Davis (*Technology, revolution and the TAFE L.R.C.*) and Rose Humphries; Theme III - *Equipping TAFE librarians*: Judith Timbs and Dagmar Schmidmaier (*Equipping TAFE libraries*; Theme IV *Standards for TAFE libraries*) - Naida Tattersall and Alex Cutts (*Collection standards for TAFE college libraries: the Queensland experience*).

TD/VIC 12.40

TAFE Educational Services Co-ordinators Association
Victorian TAFE papers No. 4. Hawthorn Institute of Education, 1986. 63p.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Hawthorn Institute of Education, 442 Auburn Road, Hawthorn VIC 3122); Mfiche (VIC TAFE Clearinghouse)

Price: Hard Copy ($10.00 - institutions; $3.00 individuals); Mfiche (Free)

Major Descriptors: Curriculum development; Multicultural education; TAFE; Youth programs

Minor Descriptors: Apprenticeships; Disabled; English (Second language); Teacher improvement; Technological change; Womens education; Writing skills; Year 12

Abstract: The journal of views on current TAFE issues. The articles in this issue cover a wide range of topics from past history to future directions for TAFE, from the provision of programs for traditional student groups to the needs of newly emerging clients, from local to overseas trends, and many more. Articles in No. 4 are: *A future for TAFE*, D. Thornton; *The changing context of TAFE*, K. Eckersall; *The strong providers of early Technical and Further Education*, J. McMahon; *What TAFE colleges are doing about Blackburn*; *Youth programs, TAFE and the meaning of life!*, R. Cook; *A new model of support teaching in TAFE*, B. Adams and C. Johns; *Integration of people with disabilities into TAFE*, L. Morgan; *Commonwealth initiatives to promote women in non-traditional training and employment*, L. Black; *Multicultural education in two colleges*: some *practical achievements*, F. Worthy; *Teaching writing in ESL through the word processor: a case study*, J. Humann and D. Farrugia; *What further studies meant to me*, M. Healy; *Industrial release programs for carpentry and joinery TAFE teachers*, G. Rodgers; *So that's what you do!: a CDO role analysis*, K. Vallence; *Monitoring technological change*, B. Brinkworth; *Apprentice training: an update on research*, B. Hayes.

TD/VIC 12.41

Adams B; Villiers - Thomson G
Action research: learning across the curriculum in TAFE. Preston, Victoria: Preston College of TAFE, 1985. 181p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Action research; Curriculum materials; TAFE students; Writing skills

Minor Descriptors: Dropout research; Resource materials; Student attrition; Year 12

Identifiers: Tertiary Orientation Program

Abstract: This piece of action research is part of the learning across the curriculum project funded by the TAFE Board, Victoria. The purpose was to further involve teachers in investigating the connection between language and learning and how this affects curriculum design and teaching methodology. The project involved teachers from four divisions of the Preston College of TAFE: Business and Training, Liberal Studies, Science/Technology and Access. This document brings together five reports from the action research: 1) *A new approach to support teaching in TAFE* by Bev Adams and Cathie Johns; 2) *A team approach for repeat communication skills students* by Helen Fletcher and Francie McMillan; 3) *The Research project: an evaluation* by Tim Godber; 4) *Selecting a student text for sociology* by Carolyn Kasby; 5) *Student attendance rates in child care studies* by Annette Landers and Helen Broderick. Other teaching areas involved in the research were Tertiary Orientation subjects.

TD/VIC 12.42

Prahran College of Technical and Further Education
Regional craft survey. Prahran, Victoria, 1984, 47p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Handicrafts; Needs assessment; Surveys

Minor Descriptors: Ceramics; Questionnaires; TAFE; Woodworking

Identifiers: Leatherwork; Tapestry

Abstract: The aim of this survey was to ascertain the extent and economic viability of craft associated industry in country regions in Victoria and to determine the needs of craftspeople in these regions. To gather data a Regional Craft Survey was conducted in Gippsland, Goulburn/North Eastern and Loddon/Mallee plus part of the Wimmera, these regions having been identified in discussion with Craft industry bodies as being in particular need of craft training opportunities. Survey results are summarised under the following headings: 1) craft field; 2) craft involvement; 3) business operation; 4) level of training; 5) training availability; 6) training requirements. It concludes that the crafts are widely practised and craftspeople are gradually becoming more professional. While TAFE has developed Certificate of Applied Art programs in Ceramics, Woodwork, Leatherwork, Tapestry and Weaving there is scope for further specialisations, particularly for part-time or short courses based on local needs. Jenni Cooper, Prahran College of TAFE was Project Manager and the three consultants were Jan McLean, Marj van Roy and Angela Wallace. The project was funded by the TAFE Board, Victoria under a Designated Grant.

TD/VIC 12.43

Kott I
Craft certificate courses: communication studies. Prahran, Victoria: Prahran College of Technical and Further Education, 1984, 47p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Certificate courses; Communication skills; Course descriptions; Handicrafts

Minor Descriptors: Course evaluation; TAFE; Woodworking

Identifiers: Applied Art; Tapestry

Abstract: The general framework adopted for the course was the TAFE pilot study for Communication Skills. The main areas of study included the core units in: 1) speaking to a group; 2) leading a meeting and discussion; 3) writing for specific purposes; 4) developing and analysing an argument; 5) interviewing techniques; 6) collecting and processing information; 7) preparing and interpreting graphic aids; 8) receiving and giving instructions. The reports outlines and evaluates each lesson. The course was offered to students in the Certificate of Applied Art - Tapestry and Certificate of Applied Art - Woodcraft at Prahran College of TAFE.

TD/VIC 12.44

Prahran College of Technical and Further Education
Craft certificate course: a review of existing programs conducted by TAFE in Victoria. Prahran, Victoria, 1984, 63p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Certificate courses; Handicrafts; Program evaluation; TAFE

Minor Descriptors: Ceramics; Course descriptions; Course evaluation; Woodworking

Identifiers: Applied Art; Leatherwork; Tapestry

Abstract: During 1984 middle level craft programs were reviewed by practising craftsmen. They worked with staff and students in the ceramics, leatherwork, tapestry and woodwork workshops for a period of ten days. They each presented a report making clear recommendations for further course development and resource needs. Relevant industry bodies have endorsed the reports.

TD/WA 12.1

Hogan C
Participative planning. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1985. 53p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Group dynamics; Participative decision making; Student participation; Workshops

Minor Descriptors: Unemployment; Youth employment

Identifiers: Participation and Equity Program

Abstract: During the past 5 years, TAFE in WA has been using a method, known as the Participative Planning Process (Search Conference), to design, implement and evaluate many of its courses. The process has been particularly useful in Transition Courses (now called the Participation and Equity Programme, PEP) for the planning of courses for unemployed youth. The process has been used in a variety of ways and has aroused interest among educators and youth workers throughout Australia. This paper has been prepared in response to the many questions raised and aims to help people more fully understand the process and its applications.

TD/WA 12.2

Hogan C
Youth participation projects. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1985. 27p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Program proposals; Student participation; Student projects; Youth program

Identifiers: Participation and Equity Program; Cole P G

Abstract: This document presents ideas suitable for youth participation projects. It covers the elements a project should attempt to encompass, the various types of projects, examples of projects carried out in Victoria and WA, and a checklist for anyone planning a project. Information is also given about the project organisers so that they can be contacted for further information.

TD/WA 12.3

Hogan C
Understanding student participation using the keys. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1985. 6p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Student participation

Minor Descriptors: Comprehension; Student teacher relationship

Identifiers: Participation and Equity Program

Abstract: These discussion sheets were prepared for lecturers and students who may wish to explore and develop their understanding of student participation together. It sets out briefly the procedure, using the keys to understanding something. These sheets were prepared by the author to be used in conjunction with other documents in the series, 'Direct step unemployment action'.

TD/WA 12.4

Hogan C
Student participation in the Trigg EPUY course. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1984. 44p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Student participation; Student teacher relationship; Youth employment; Youth programs

Minor Descriptors: Educational innovation

Identifiers: Participation and Equity Program; Educational Program for Unemployed Youth (EPUY)

Abstract: This case study is a report on the Trigg EPUY (Educational Program for Unemployed Youth) prepared for the TAFE Participation and Equity Program. The course of 18 weeks duration, was held in a rented house located in one of Perth's northern suburbs. The aim of the study was to find out:

1) what lecturers do in an attempt to increase student participation in their EPUY course

2) lecturers' thoughts about and perceptions of, student participation

3) students' understanding of the meaning of student participation.

It is intended that this document will be of use to those who are interested in student participation, alternative approaches and innovations in education.

TD/WA 12.5

Hogan C

How to get more out of student meetings. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1985. 16p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Meetings; Participative decision making; Student participation; Student teacher relationship

Identifiers: Participation and Equity Program

Abstract: This booklet contains exercises which were designed to help people: understand more about meetings and roles people play; evaluate and improve meetings; learn from their mistakes. There is also a checklist for lecturers who wish to record changes in their students' meetings during a course. There are four sections: Understanding About Meetings Using the Keys: roles People Play in Meetings: how Did It Go? An Evaluation Sheet and Meeting Checklist for Lecturers.

TD/WA 12.6

Hogan C

Content, process and metaprocess. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1985. 7p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Course evaluation; Participative decision making; Student participation

Minor Descriptors: Psychology

Identifiers: Participation and Equity Program; Dick R; Mechanisms for Democracy in Learning.

Abstract: The terms 'content', 'process' and 'metaprocess', were used by Robert Dick in *Mechanisms for Democracy in Learning* (1984 University of Queensland). This paper describes how he involves students in actively planning, implementing and assessing their psychology course.

TD/WA 12.7

Hogan C

Students! This is for you. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit. 1985. 28p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Group behaviour; Group discussion; Group dynamics; Student participation; Student teacher relationship

Minor Descriptors: Classroom techniques; Problem Solving

Identifiers: Participation and Equity Program

Abstract: This booklet describes group dynamics and group discussion and relates these to the classroom situation. Problems that can arise in group situations are posed as questions, and options for solving them suggested. This book does not provide solutions, but is intended to be used as a starting point to stimulate discussion within a group and to encourage students to work towards making their learning environment better.

TD/WA 12.8

Hogan C
The snowball process. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit, 1985. 3p.

Format: Mfiche

Availability: WA TAFE Clearinghouse
Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Group behaviour; Group dynamics; Participative decision making; Workshops

Identifiers: Participation and Equity Program

Abstract: This document was compiled to help lecturers and students who wish to use participatory processes. It is a description of the 'snowball process' which is a workshop technique or process designed to elicit ideas and opinions, aid problem solving and decision making and obtain information for evaluation purposes.

TD/WA 12.9

Hogan C
Nominal group technique. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit, 1985. 5p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Group discussion; Participative decision making; Problem solving; Workshops

Identifiers: Participation and Equity Program; Delbecq A; University of Wisconsin; Van de Ven A

Abstract: 'Nominal group technique' is a workshop technique or process designed to democratically elicit ideas and opinions from a group of people. It was developed by A Delbecq and A Van de Ven in the late 1960's at the University of Wisconsin. Its name relates to the fact that group discussion takes place at some stages of the meeting, but at other times the participants act as individuals and are therefore only nominally a group.

TD/WA 12.10

Hogan C
Hard times and problem solving. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit, 1985. 9p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Conflict resolution; Problem solving; Student participation; Workshops

Minor Descriptors: Unemployment; Youth

Identifiers: Participation and Equity Program

Abstract: Many PEP groups are showing increasing bitterness and anger about their situation, government policies, the lack of work and the state of the economy. Some students become very upset. The problems causing these feelings will not go away and as a result there is a sense of helplessness and lack of concentration. Two types of workshops are described here, which can be used to help students articulate these feelings, and where applicable, decide on a course of action.

TD/WA 12.11

Hogan C
Measuring understanding of student participation. Perth: Western Australia. Technical Education Div. Participation and Equity Program Resources Unit, 1985. 18p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Measurement; Student attitudes; Student participation; Student teacher relationship

Minor Descriptors: Evaluation

Identifiers: Participation and Equity Program

Abstract: The aims of this paper are to describe some tools which can be used to help PEP lecturers and students discover what they understand by the term 'student participation' and whether this understanding increases through involvement in a PEP course. It does not address the problem of how to improve students' understanding, nor is it concerned with measurement of actual student participation in class.

TD/WA 12.12

Haines C
An evaluation of a DEIR-TAFE training initiative for female pre-apprentice students. Perth: Bentley College of TAFE, 1986. 77p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Affirmative action; Career choice; Equal opportunities (jobs); Evaluation; Females; Nontraditional occupations

Minor Descriptors: Employment opportunities

Identifiers: Preapprenticeship courses; Australia. Dept of Employment and Industrial Relations; Western Australia. Dept of Employment and Training; Western Australia. Technical Education Div

Abstract: The Commonwealth Government, committed to the achievement of greater equity in the area of skilled labour training in general and in apprenticeship training in particular has established various schemes aimed at encouraging young women to take up apprenticeships in non-traditional trades. Commonwealth assistance for 48 course places in one such scheme was allocated to Western Australia, and a proposal under the initiative was developed in this State. Whilst TAFE was responsible for the provision of any proposed programme, planning and policy development took place in consultation with representatives from the Department of Employment and Training and the Department of Employment and Industrial Relations (Perth), and with regard to the advice of industry and union representatives. This study aims to provide information to interested parties on the intended and actual outcomes of the special training initiative. Specifically, the evaluation study was designed: To investigate the processes of planning and implementation of the special training initiative; to obtain a profile of the enrolled students in the special Horticulture pre-apprenticeship programme; to report the opinions of the students and teaching staff regarding their experience of the special Horticulture pre-apprenticeship programme.

TD/WA 12.13

Davenport P R; Nicholson R E
Graduate outcomes survey 1984-85. Perth: Western Australia. TAFE Counselling Service, 1985. 92p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Technical report no. 15 of 1985)

Major Descriptors: Evaluation; Followup studies; Graduate surveys; Relevance (education); TAFE students

Minor Descriptors: Criteria

Abstract: In 1984, a comprehensive questionnaire survey of all 1983 graduates from TAFE courses in WA (excluding pre-apprenticeship and trade studies) was conducted. Sample size was 1726, 71.9% of the 2402 contacted. Questionnaire items related, inter alia, to graduates' background, reasons for enrolment, mode of attendance, and educational and other postgraduate outcomes. Various groups were compared, e.g. full-time and part-time, male and female, Art Studies and Commercial Studies, to give some flavour of the similarities and differences existing in the TAFE student population in WA. Responses also suggest that the conventional institutional criteria of employment and further study may be insufficient as criteria for graduate evaluation.

TD/WA 12.14

Cole P G; Chan K S
Lecturing in TAFE: an exposition of essential principles. Perth: University of Western Australia. Dept of Education, 1985. 40p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Learning processes; TAFE teachers; Teaching methods

Minor Descriptors: TAFE students

Abstract: Little information is available concerning effective lecturing and teaching in TAFE. In particular, literature and resources on lecturing in the technical education sector in Western Australia are scarce. The aim of this monograph is to provide TAFE lecturers, who may not have had formal teacher training, with a set of principles that can be used as a basic guide for the improvement of teaching and lecturing. These principles should be relevant to lecturing in a wide variety of settings in Western Australian technical colleges. The teaching principles outlined in this monograph were selected on the basis of information gathered from interviews with effective lecturers in Western Australian colleges. These interviews were arranged through the principals of four technical colleges within the metropolitan area. Those interviewed were responsible for a very broad range of the subjects offered by TAFE.

TD/WA 12.15

Hogan C
Student participation in planning, implementing and evaluating PEP courses. Perth: West-

ern Australia. Technical Education Div. Participation and Equity Program Resources Unit, 1985. 3 vols. Vol. 1. Sections 1-5; Vol. 2. Sections 6-8; Vol. 3. Sections 9-13.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Direct step unemployment action)

Major Descriptors: Evaluation; Participative decision making; Student participation; Youth programs

Minor Descriptors: Group dynamics; Student teacher relationship; Unemployment; Youth employment

Identifiers: Implementation; Participation and Equity Program

Abstract: The purpose of this study is to investigate models of student participation in planning, implementing and evaluating courses from the perspective of students and lecturers. The research problem originated from the observations, from 1980 to 1985, of programmes developed through Technical and Further Education (TAFE) in Western Australia for unemployed youth, now called the Participation and Equity Programme (PEP). This 3 volume report is divided into 13 sections. The first volume covers sections 1-5 and includes introduction, aims and methods; student participation - a rationale; barriers to effective participation; how participation is achieved in education; and how participation is achieved in the workplace. Volume 2 covers sections 6-8 which are three case studies and volume 3 covers sections 9-13 which are reports of interstate visits to Victoria, Queensland, NSW and SA. In order that case studies and interstate reports may be independently distributed, each section is self-contained with its own appendices.

TD/WA 12.16

Goldsworthy D

TAFE furniture trades: a team approach to evaluating a TAFE study area. Perth: Western Australia. Technical Education Div. Corporate Planning Unit, 1985. 105p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Courses; Evaluation; Furniture industry; TAFE

Minor Descriptors: Course content; Intellectual disciplines; TAFE colleges

Abstract: This evaluation was undertaken as part of the process of developing a new Corporate Planning System within TAFE Western Australia. Feedback from this project has been used to modify parts of the planning system and has ensured that staff in the Corporate Planning Unit have remained 'grounded' in the reality of everyday college experience. The evaluation has facilitated the detailed development of a profile of one of TAFE's Study Areas, the Furniture Trades, and identified a broad range of issues which area staff need to consider in order to improve the effectiveness of the area. The report is of particular use to the TAFE staff involved in the Furniture Trades Area and will be used by them in planning their area over the next few years. However, the approach used and many of the interview schedules and questionnaires developed will be of interest to other staff attempting to evaluate aspects of their own study area's activities.

TD/WA 12.17

Pine J

Evaluation of the New Opportunities for Women (NOW) Programme - 1985. Perth: Western Australia. TAFE Women's Interests Section, 1985. 50p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Evaluation; Nontraditional students; Reentry students; Womens education

Minor Descriptors: Bridging courses; Community involvement; Daily living skills; Mature age entry schemes

Identifiers: New Opportunities for Women (NOW)

Abstract: This report evaluates the NOW Programme (New Opportunities for Women) run by the TAFE Women's Interests Section in Western Australia. The main purpose of the 1985 evaluation is to establish the effectiveness of changes and to determine the necessity for further refinement, development and any future direction of the NOW Programme. This programme is designed to assist mature age women who are seeking further education, employment or greater participation in community activities.

TD/WA 12.18

Trade skills course, Geraldton Regional College of TAFE. Perth: Western Australia. Technical Education Div. Aboriginal Access, 1985. 22p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Access to education; Building trades; On the job training

Minor Descriptors: Bricklaying; First aid; Metal trades; Plumbing

Abstract: As a result of a visit to Geraldton by TAFE Aboriginal Access Liaison Officers to explain about TAFE Aboriginal Access as a means of providing education relevant to Aboriginal needs, it was decided to build a bus shelter for the Meekawaya Pre School. This report outlines the methods used in student selection, the course aims and an evaluation of the course in achieving these aims. The 13 week course in construction skills included bricklaying, concrete laying, plumbing, and metal fabrication. The students also completed a St John's Ambulance "Life Support Course", and 4 of the 12 students obtained the "B" class driving licence.

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